

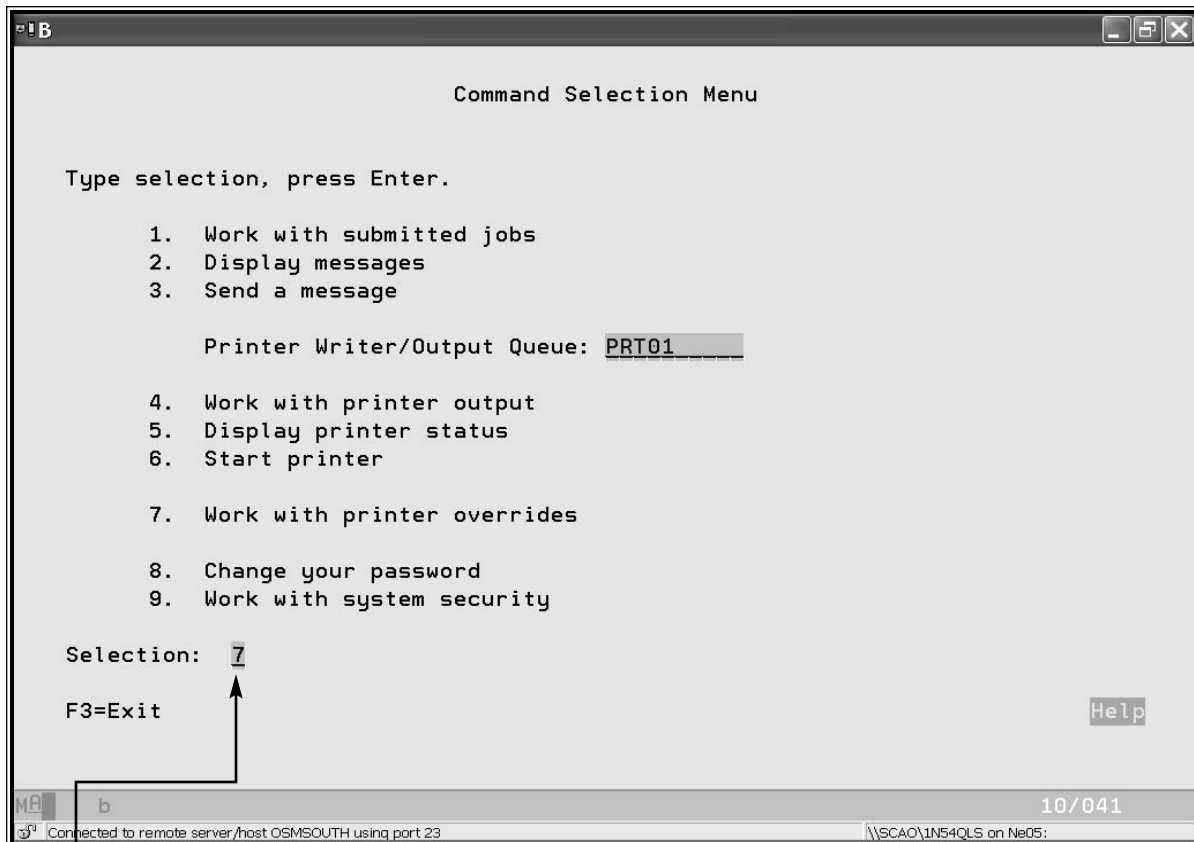
Chapter 14 - F6 - System Commands

Printer Overrides

Printer Overrides can only be accessed from the <F6> - System Commands menu.

Accessing Printer Overrides:

Press <F6> from any screen throughout the system and the following screen will be displayed.



Enter "7" in the selection field and press <Enter>. The system will display the following screen.

B

Court ID : P 44 ANGIE Master Menu for printer overrides Release : 025

Enter X beside FUNCTION desired

Working with user ID P44COURT **Probate Financial Reports**

- _ 1 - Assign reports to printers by users
- _ 2 - Define computer printers available to the users
- _ 3 - Define all reports available to the users
- _ 4 - Work with User (USERID) _____ (enter ALL for list of users)
- _ 5 - Setup new Printer, the same as Printer number 00
- _ 6 - Make new user _____ the same as user _____
but with printer number 00 as the default printer
(leave ZEROS for same printer)
- _ 7 - Change User _____ to user _____
- _ 8 - Delete this User (USERID) _____

F3 Exit F8 Probate Reports **F10 Juvenile Reports** F11 Civil Financial Reports

07/007

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

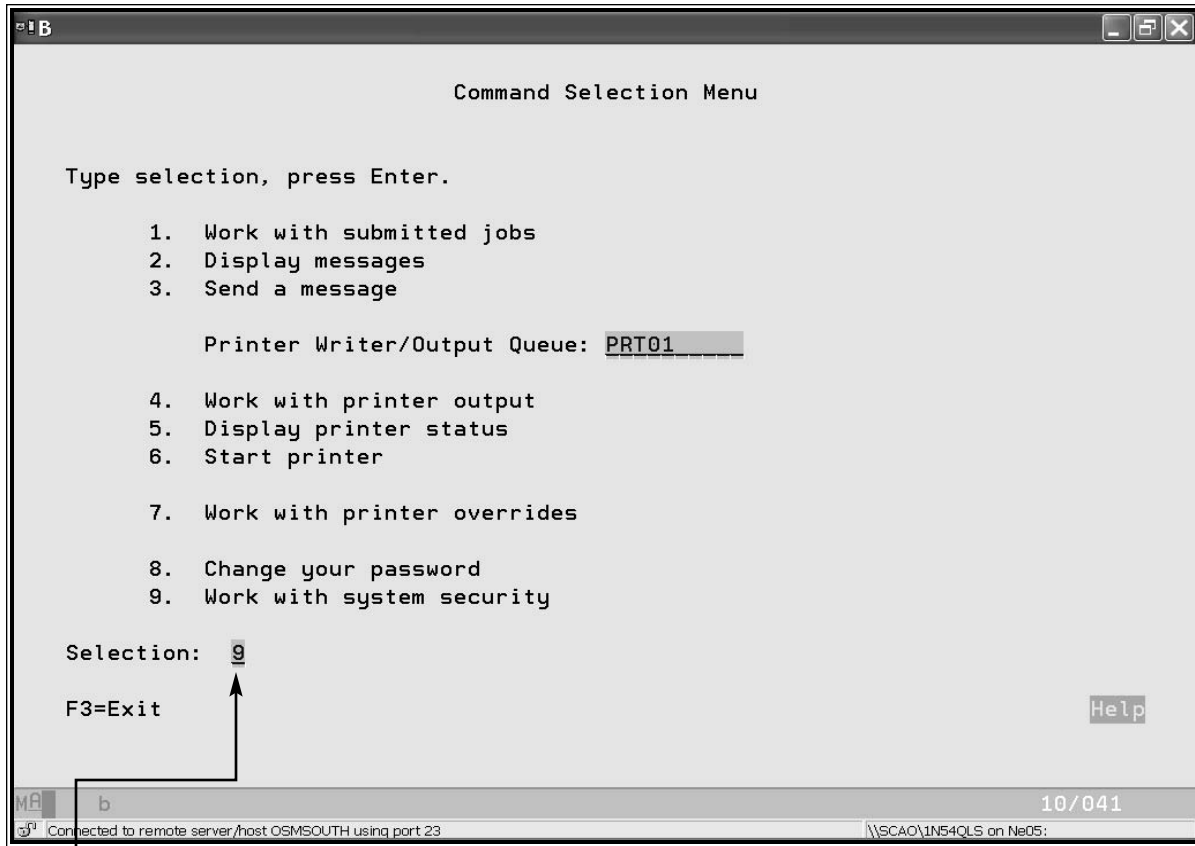
Printer overrides are used to assign reports/forms to a specific printer. Due to the fact that a simple change can affect many users, we ask that you contact JIS for assistance in dealing with printer overrides.

Security

Security can only be accessed from the <F6> - System Commands menu.

Accessing Security:

Press <F6> from any screen throughout the system and the following screen will be displayed.



Enter "9" in the selection field and press <Enter>. The system will display the following screen.

NOTE: If option 9 does not display on your System Commands Menu then you do not have authority to work with system security. Contact your system administrator for access.

Command Selection Menu

Type selection, press Enter.

1. W
2. D
3. S
P
4. W
5. D
6. S
7. W
8. C
9. W

Selection:
F3=Exit

Crt ID : J 44 ANGIE Security File

Opt	User	Name	Pro	Adp	Juv	P-Fin	J-Fin	C-Fin
	A67ZZZZZZ	TEST	NO	NO	NO	NO	NO	NO
	B96WN		NO	NO	NO	NO	NO	NO
	ANGIE		ADM	ADM	ADM	ADM	ADM	ADM
	ANGIEB	PCSMAN ZZ	YES	NO	YES	NO	NO	NO
	BETTY	PCSMAN ZZ	ADM	ADM	ADM	ADM	ADM	ADM
	CDB	CDBTEST	YES	YES	YES	NO	NO	NO
	CHRIS	CHRISMAN	NO	NO	YES	NO	ADM	NO

More...

F3=Exit F5=Refresh F6=System A/I=Add M/C=Mod D/R=Del
1=Probate 2=Adoption 3=Juvenile 4=Probate Financial
5=Juvenile Financial 6=Civil Financial 7=Other

10/019

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\\SCAO\1N54QLS on Ne05:

Following are field descriptions for the above screen.

~Crt ID~

This aread displays your user ID.

~Opt~

Enter the option that you would like to modify for this user. The following are valid options.

1 = Probate	2 = Adoption	3 = Juvenile
4 = Probate Financial	5 = Juvenile Financial	6 = Civil Financial
7 = Other	A/I = Add	C/M = Modify
D/R = Delete		

These will be explained later in this chapter.

~User~

This is the user ID for all users that have access to this system.

~Name~

This is the name of the user.

~Pro~

This area will display what access a user has for Probate and Civil. The possible values for this field are:

Yes = User has some access

No = User has no access

ADM = User has administrative access

~Adp~

This area will display what access a user has for Adoptions. The possible values for this field are:

Yes = User has some access

No = User has no access

ADM = User has administrative access

~Juv~

This area will display what access a user has for Juvenile. The possible values for this field are:

Yes = User has some access

No = User has no access

ADM = User has administrative access

~P-Fin~

This area will display what access a user has for Probate Financial. The possible values for this field are:

Yes = User has some access

No = User has no access

ADM = User has administrative access

~J-Fin~

This area will display what access a user has for Juvenile Financial. The possible values for this field are:

Yes = User has some access

No = User has no access

ADM = User has administrative access

~C-Fin~

This area will display what access a user has for Civil Financial. The possible values for this field are:

Yes = User has some access

No = User has no access

ADM = User has administrative access

Function Keys

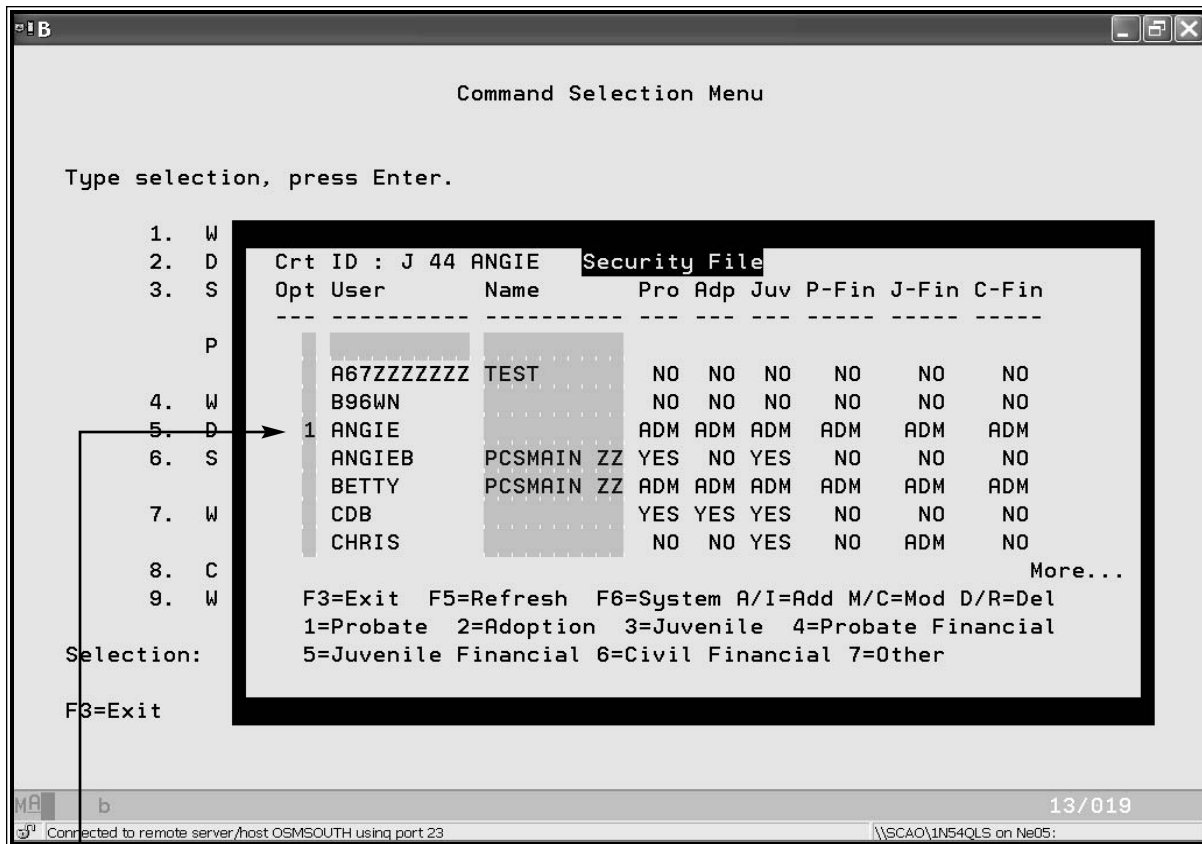
<F3> Use this key to exit any screen that you are on. If this key is pressed before you press <Enter>, information will not be saved.

<F5> Use this key to refresh your screen with the most current information.

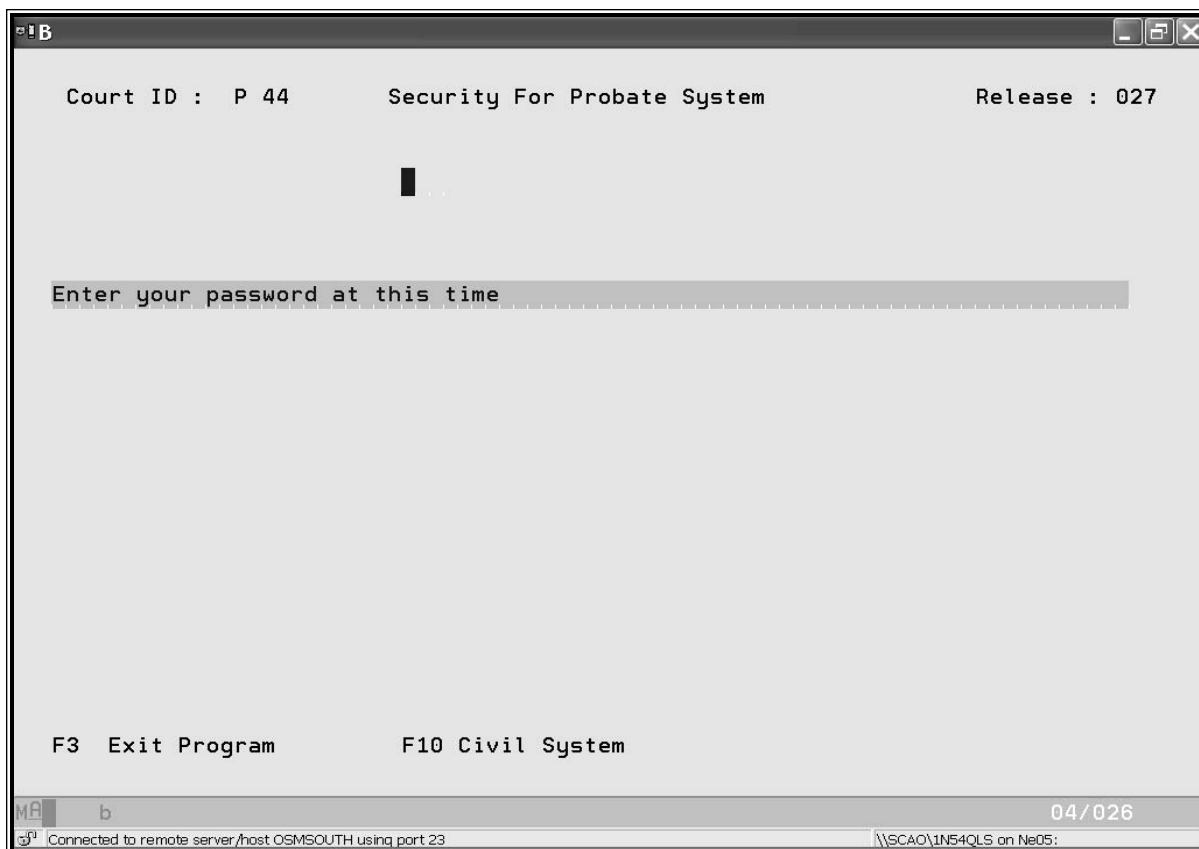
<F6> Use this key to access the system commands menu.

Probate Security

Probate security includes security to access the probate header, party and schedule screens as well as administrative authority over case numbers and printers.



Enter "1" to the left of the user that you want to work with Probate/Civil security and press <Enter>. The system will display the following screen.



Enter your 3 letter/number password so that the system can verify that you have authority to access this feature.

Press <Enter> and the system will display the following screen.

Court ID : P 44 Security For Probate System Release : 027

User ID P44ANGIE

On this screen you will see all the options that this USER can do. An option with a 'Y' is an option this user can perform. An option with a 'N' this USER can not perform. To make changes, just place a 'Y' or 'N' next to the option. When you finish with this screen, press enter to see more options. Option

Can this user do Probate reports?	'RPT/PRO'	Y
Can this user do Probate Inquiry?		Y
Can this user do Probate Update?		Y
Can this user do Probate Delete?		Y
Can this user do Probate Name Inquiry?		Y
Can this user do Probate Numbers?		Y
Can this user do Probate Printers?		Y
Can this user do Probate Security?		Y
Can this user do Probate OLD ADOPTION INQUIRY?		Y
Can this user do Probate OLD ADOPTION ADD AND MOD?		Y
Can this user do Probate OLD ADOPTION DELETES?		Y
Can this user do Probate OLD ADOPTION NAME INQUIRE?		Y

F3 Exit Program

10/078

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Listed are questions about features that are available throughout the probate module. Answer each question with either a “Y” for yes, this user can access this feature or “N” for no, this user can’t access this feature.

Once you have answered all questions on this page, press <Enter> and the system will display the following screen.

Court ID : P 44 Security For Probate System Release : 027

User ID P44ANGIE

On this screen you will see all the options that this USER can do. An option with a 'Y' is an option this user can perform. An option with a 'N' this USER can not perform. To make changes, just place a 'Y' or 'N' next to the option. When you finish with this screen, press enter to see more options. Option

Can this user do Central Name Index?	'CNI'	Y
Can this user do Central Calendar?	'CCL'	Y
Can this user Inquire Probate suppressed information		Y
Can this user do Circuit/Probate Name Index?	'CPI'	Y
Can this user do Family Court Adoptions?		Y
Can this user do ATTY updates?		Y

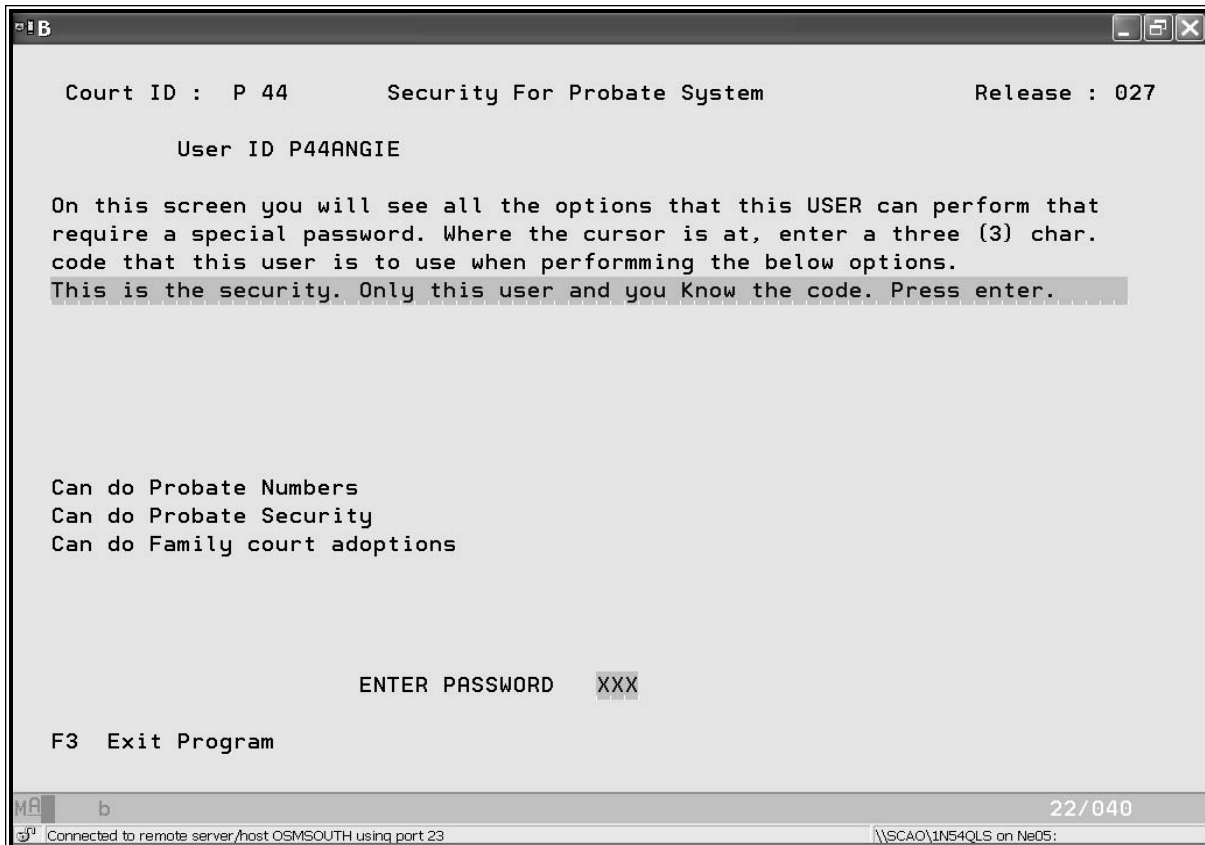
F3 Exit Program

10/078

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

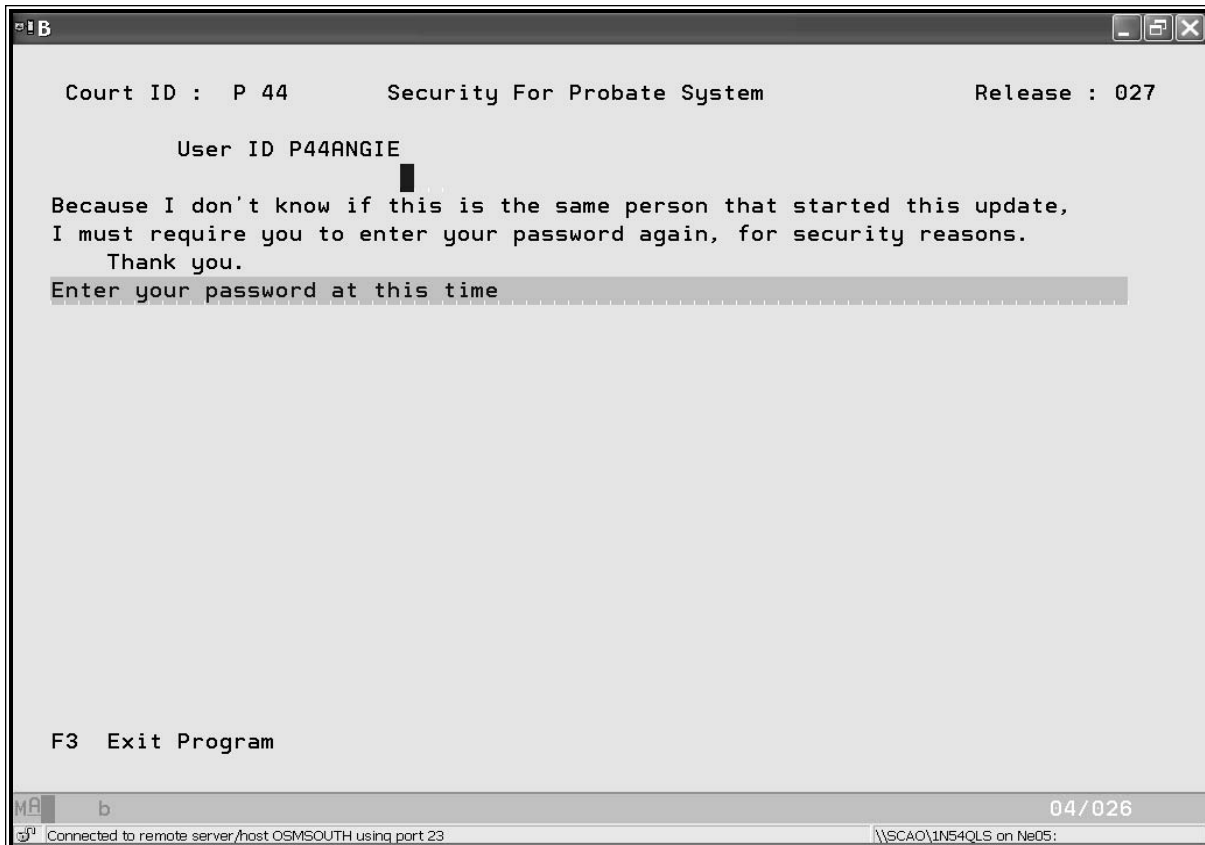
Again, listed are questions about features that are available throughout the probate module. Answer each question with either a "Y" for yes, this user can access this feature or "N" for no, this user can't access this feature.

Once you have answered all questions on this page, press <Enter> and the system will display the following screen.



Listed on this screen are the features that this user has access to. If you have given them authority to an item that requires a password for completion, the system will require that you enter a password for this user.

Once you have entered the password for this user, press <Enter> and the system will display the following screen.

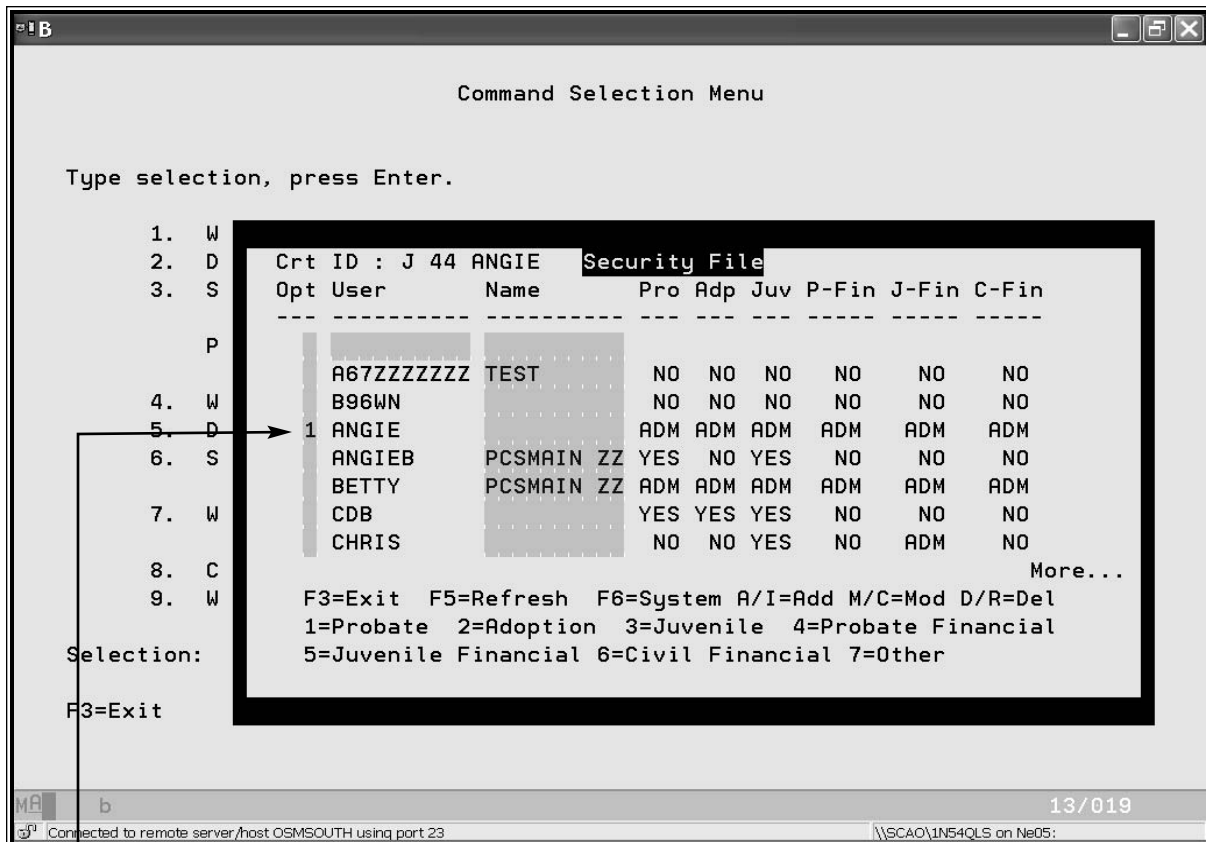


The system is now requiring you to reenter your password to verify that you are the same user that began this transaction. Once you have entered your password, press <Enter> and the system will update the security record for the user you were working on and return you to the main security menu.

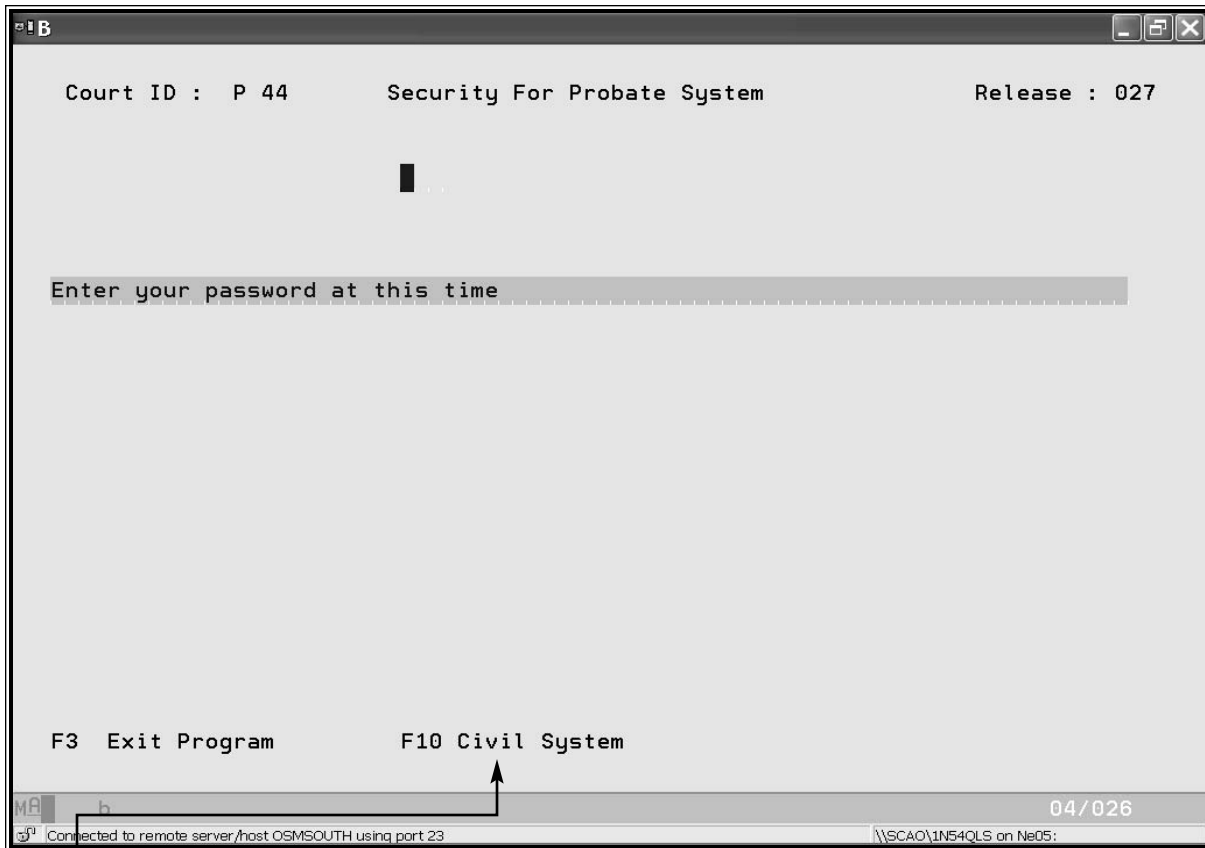
Civil Security

Civil security includes security access to civil header, party and schedule screens as well as administrative authority over case numbers and printers.

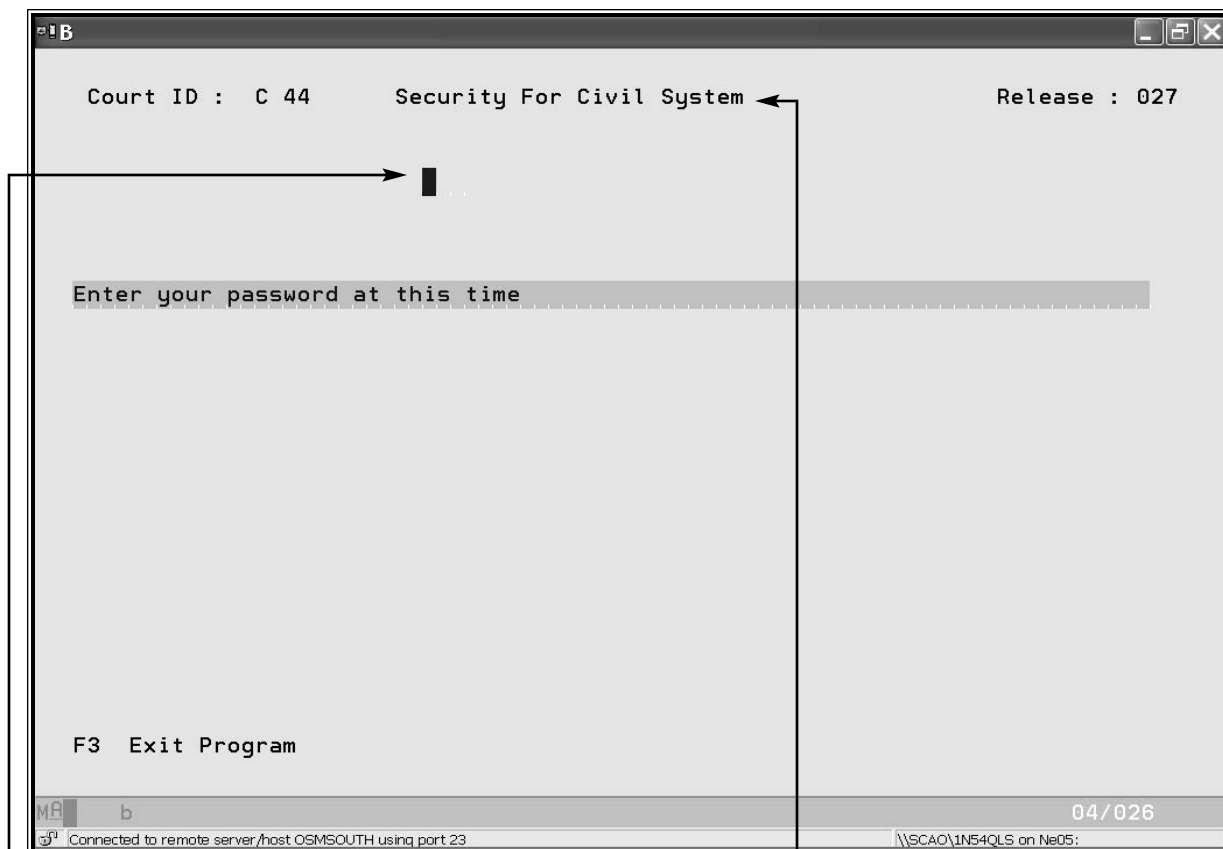
Civil security is accessed through the probate security.



Enter "1" to the left of the user that you want to work with Probate/Civil security and press <Enter>. The system will display the following screen.



Press <F10> to work with the Civil System and the system will display the following screen.



Notice that now you are in the “Security for Civil System” screen.

Enter your 3 letter/number password and then press <Enter>. The system will display the following screen.

Court ID : C 44 Security For Civil System Release : 027

User ID C44ANGIE

On this screen you will see all the options that this USER can do. An option with a 'Y' is an option this user can perform. An option with a 'N' this USER can not perform. To make changes, just place a 'Y' or 'N' next to the option. When you finish with this screen, press enter to see more options. Option

Can this user do Civil reports?	'RPT/PRO'	Y
Can this user do Civil Inquiry?		Y
Can this user do Civil Update?		Y
Can this user do Civil Delete?		Y
Can this user do Civil Name Inquiry?		Y
Can this user do Civil Numbers?		Y
Can this user do Civil Printers?		Y
Can this user do Civil Security?		Y

F3 Exit Program

10/078

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Listed are questions about features that are available throughout the civil module. Answer each question with either a “Y” for yes, this user can access this feature or “N” for no, this user can’t access this feature.

Once you have answered all questions on this page, press <Enter> and the system will display the following screen.

Court ID : C 44 Security For Civil System Release : 027

User ID C44ANGIE

On this screen you will see all the options that this USER can do. An option with a 'Y' is an option this user can perform. An option with a 'N' this USER can not perform. To make changes, just place a 'Y' or 'N' next to the option. When you finish with this screen, press enter to see more options. Option

Can this user do Central Name Index?	'CNI'	Y
Can this user do Central Calendar?	'CCL'	Y
Can this user do Circuit/Probate Name Index?	'CPI'	Y
Can this user do ATTY updates?		Y

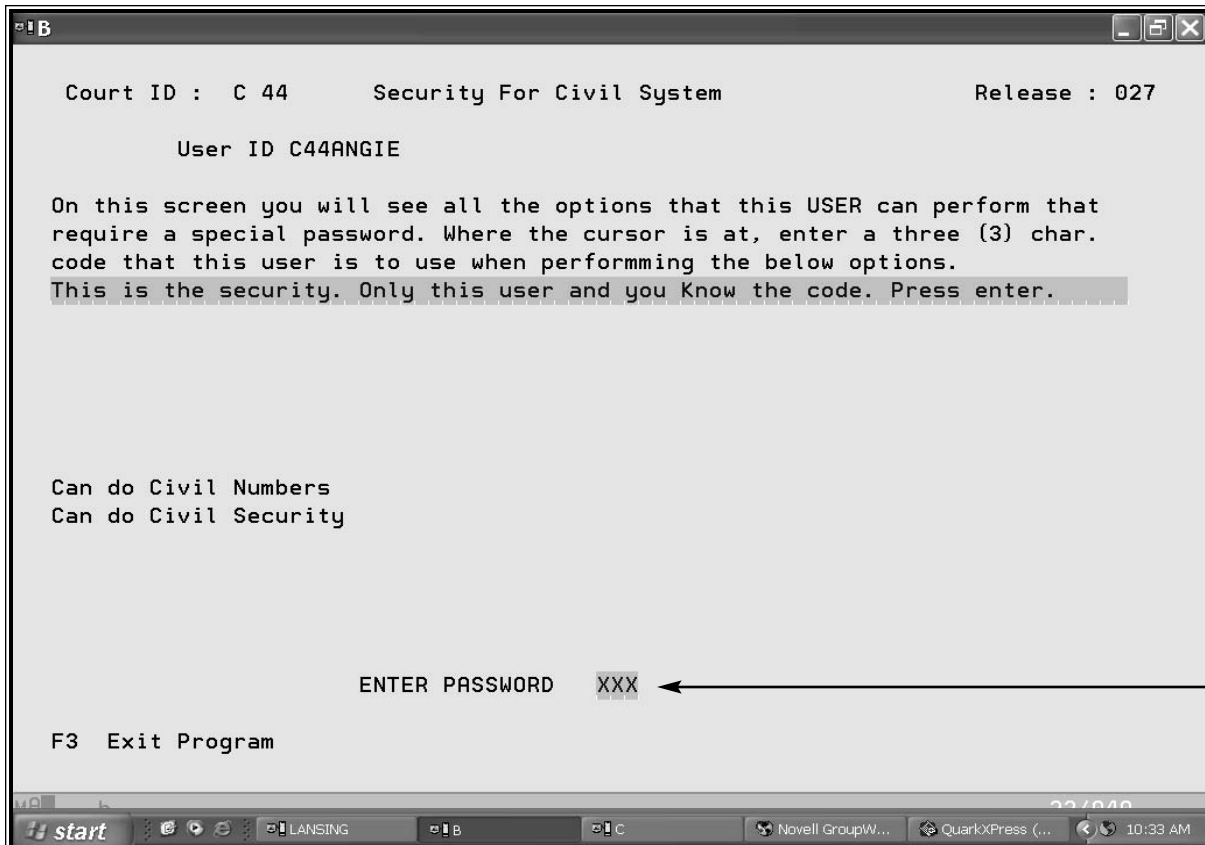
F3 Exit Program

10/078

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

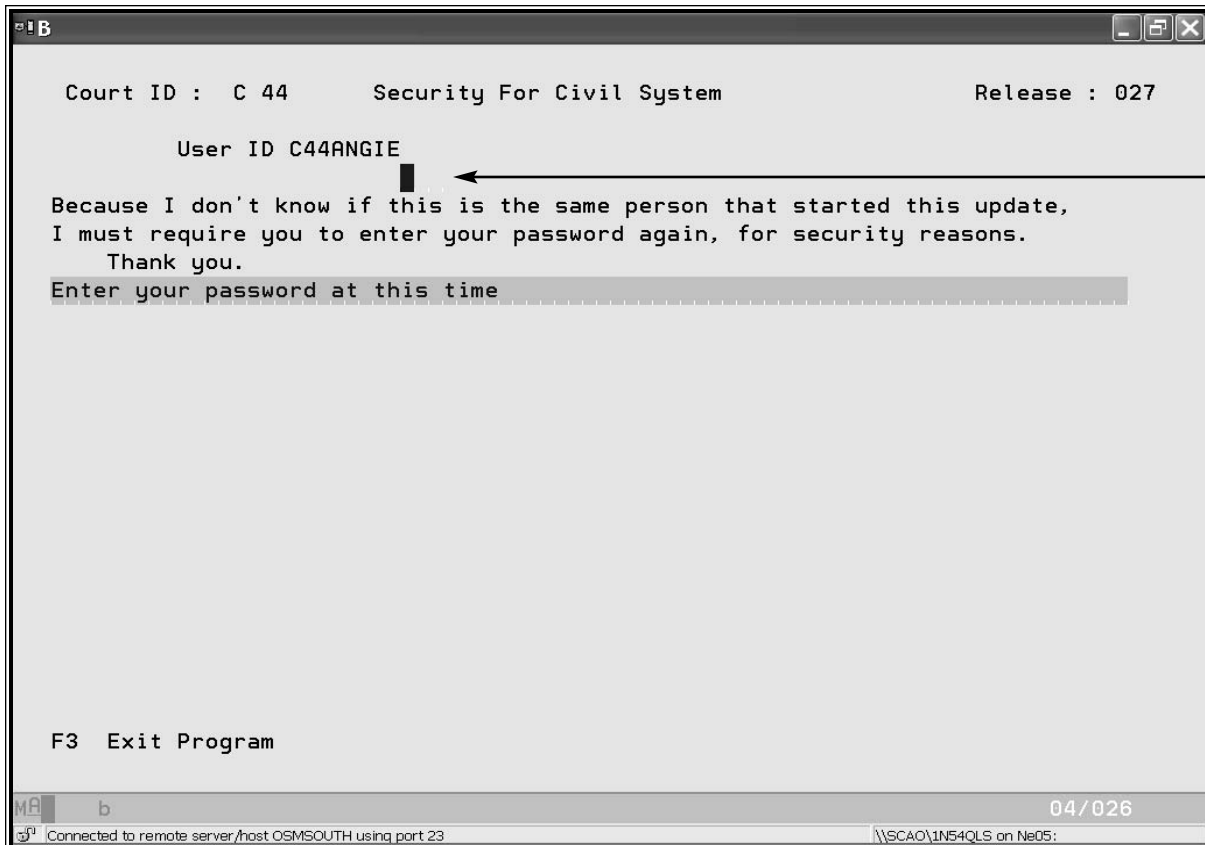
Again, listed are questions about features that are available throughout the civil module. Answer each question with either a “Y” for yes, this user can access this feature or “N” for no, this user can’t access this feature.

Once you have answered all questions on this page, press <Enter> and the system will display the following screen.



Listed on this screen are the features that this user has access to. If you have given them authority to an item that requires a password for completion, the system will require that you enter a password for this user.

Once you have entered the password for this user, press <Enter> and the system will display the following screen.

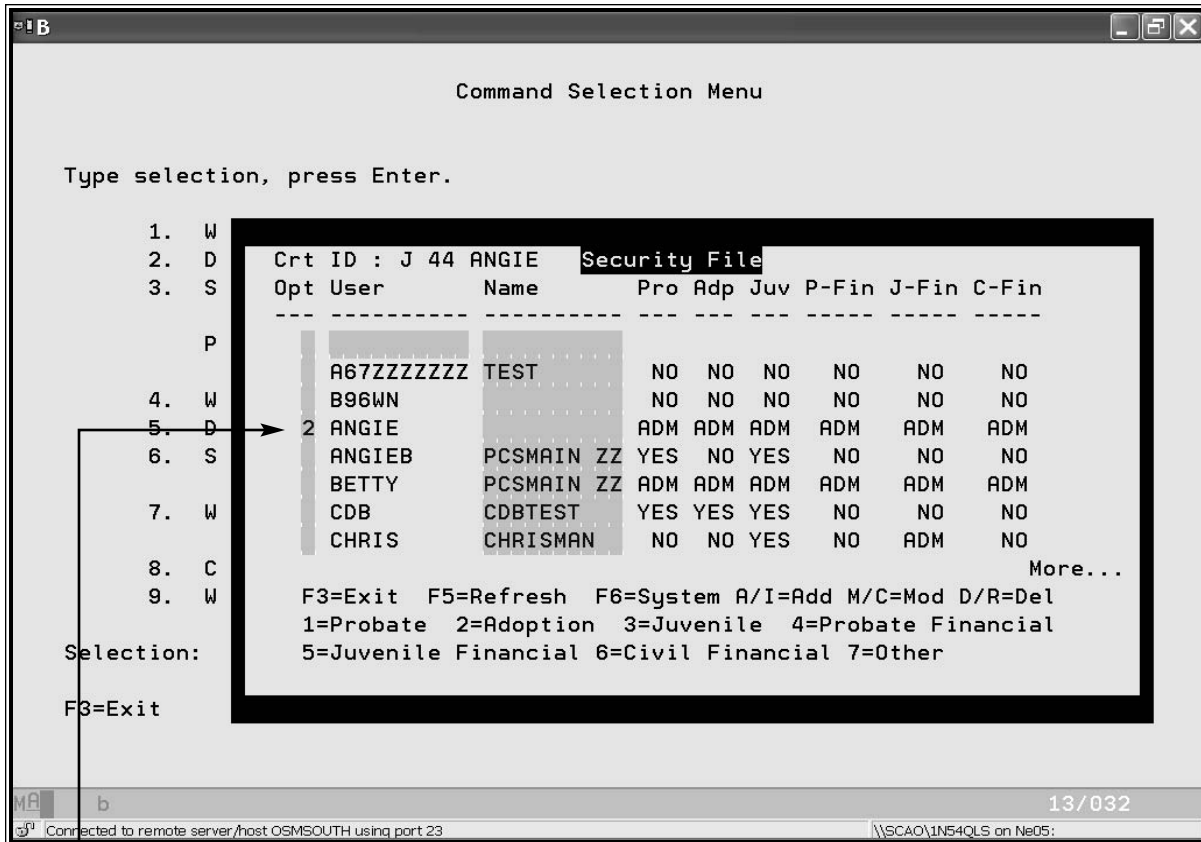


The system is now requiring you to reenter your password to verify that you are the same user that began this transaction.

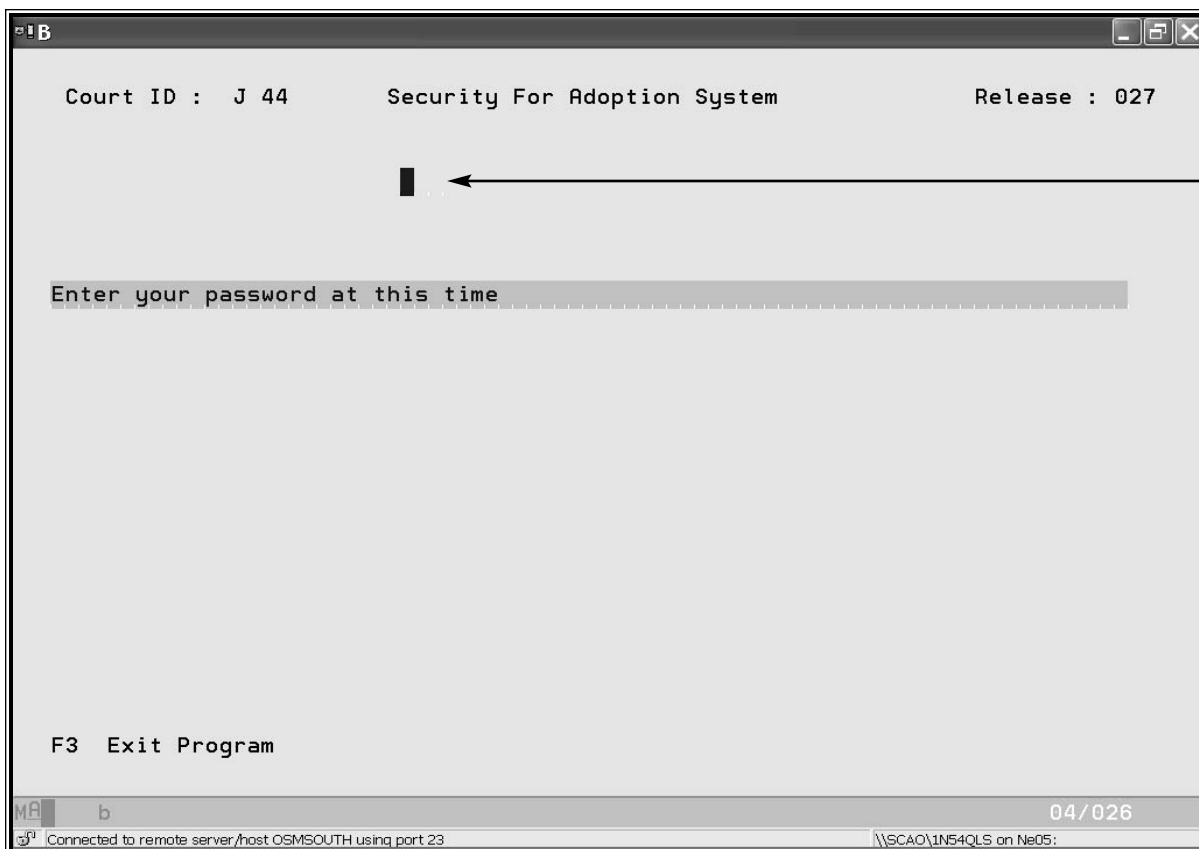
Once you have entered your password, press <Enter> and the system will update the security record for the user you were working on and return you to the main security menu.

Adoption Security

Adoption security includes security to access the adoption module, including the case, party and event screens as well as administrative authority over case numbers and printers.



Enter "2" to the left of the user that you want to work with Adoption security and press <Enter>. The system will display the following screen.



Enter your 3 letter/number password so that the system can verify that you have authority to access this feature. _____

Press <Enter> and the system will display the following screen.

```

Court ID : J 44      Security For Adoption System      Release : 027

User ID J44RANGIE

On this screen you will see all the options that this USER can do. An option
with a 'Y' is an option this user can perform. An option with a 'N' this USER
can not perform. To make changes, just place a 'Y' or 'N' next to the option.
When you finish with this screen, press enter to see more options.      Option

Can this user do Adoption reports?                                'RPT/ADP'      Y
Can this user do Adoption Inquiry?                                Y
Can this user do Adoption Update?                                Y
Can this user do Adoption Delete?                                Y
Can this user do Adoption Name Inquiry?                          Y
Can this user do Adoption financial Updates?                     Y
Can this user do Adoption financial Delete?                      Y
Can this user do Adoption Numbers?                                Y
Can this user do Adoption Printers?                              Y
Can this user do Adoption WITHOUT PASSWORD?                     Y
Can this user do Adoption Security?                              Y
Can this user do Family Court Adoptions?                          Y

F3 Exit Program

b
10/078
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\IN54QLS on Ne05:

```

Listed are questions about features that are available throughout the adoption module. Answer each question with either a “Y” for yes, this user can access this feature or “N” for no, this user can’t access this feature.

Once you have answered all questions on this page, press <Enter> and the system will display the following screen.

The screenshot shows a terminal window with the following content:

```
Court ID : J 44      Security For Adoption System      Release : 027

User ID J44ANGIE

On this screen you will see all the options that this USER can perform that
require a special password. Where the cursor is at, enter a three (3) char.
code that this user is to use when performming the below options.
This is the security. Only this user and you know the code. Press enter.

Can do Adoption reports 'RPT/ADP'
Can do Adoption Inquire
Can do Adoption Add & Mod
Can do Adoption Delete
Can do Adoption Name Inquire
Can do Adoption Financial Add & Mod
Can do Adoption Financial Delete
Can do Adoption NUMBERS
Can do Adoption Security

ENTER PASSWORD  XXX ←

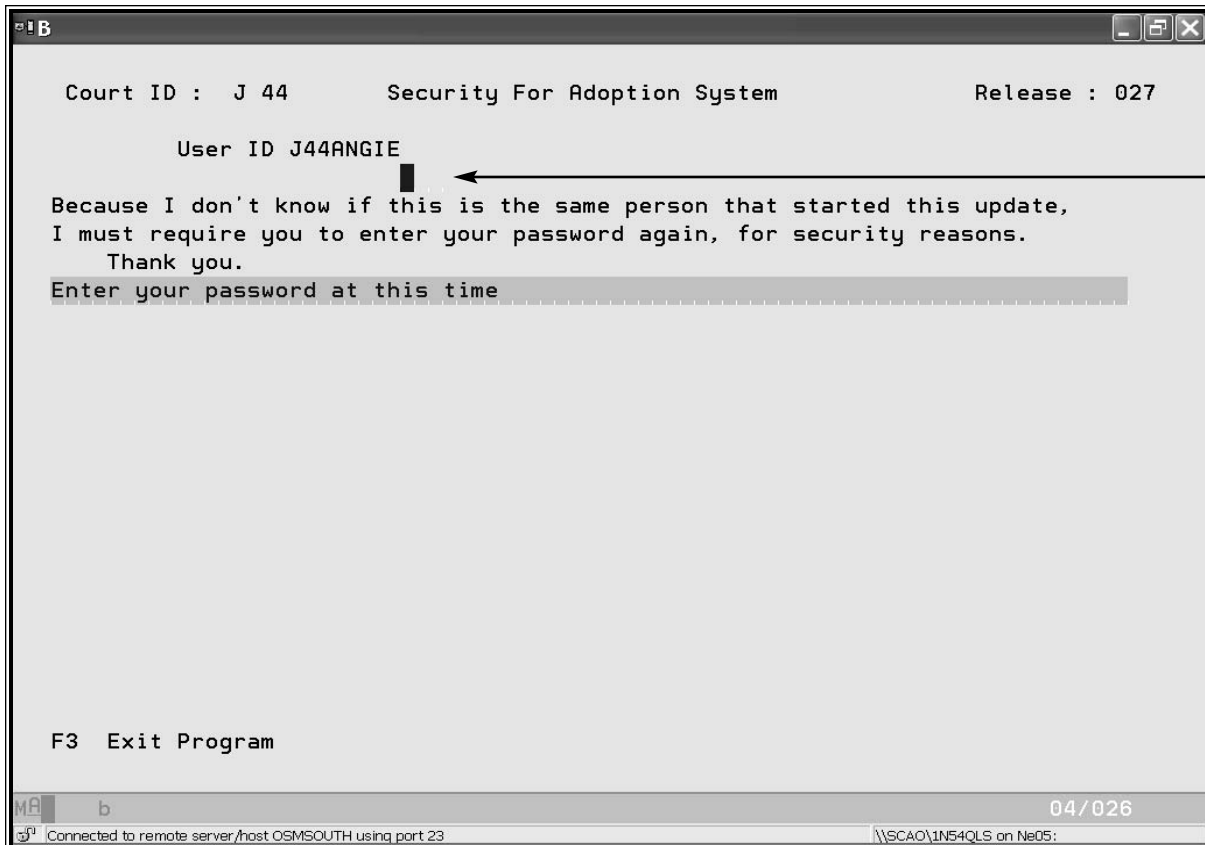
F3 Exit Program
```

At the bottom of the terminal window, there is a status bar with the following information:

```
MB b 22/040
Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:
```

Listed on this screen are the features that this user has access to. If you have given them authority to an item that requires a password for completion, the system will require that you enter a password for this user.

Once you have entered the password for this user, press <Enter> and the system will display the following screen.

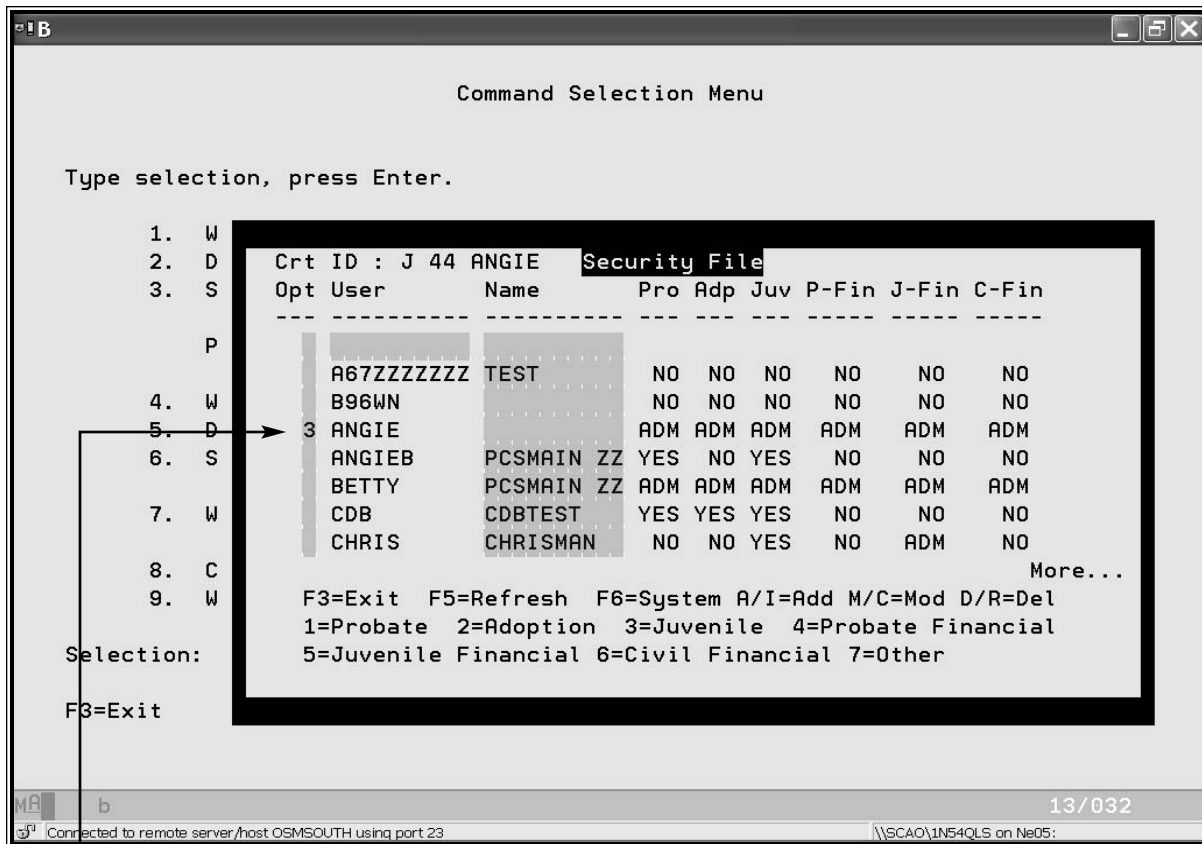


The system is now requiring you to reenter your password to verify that you are the same user that began this transaction.

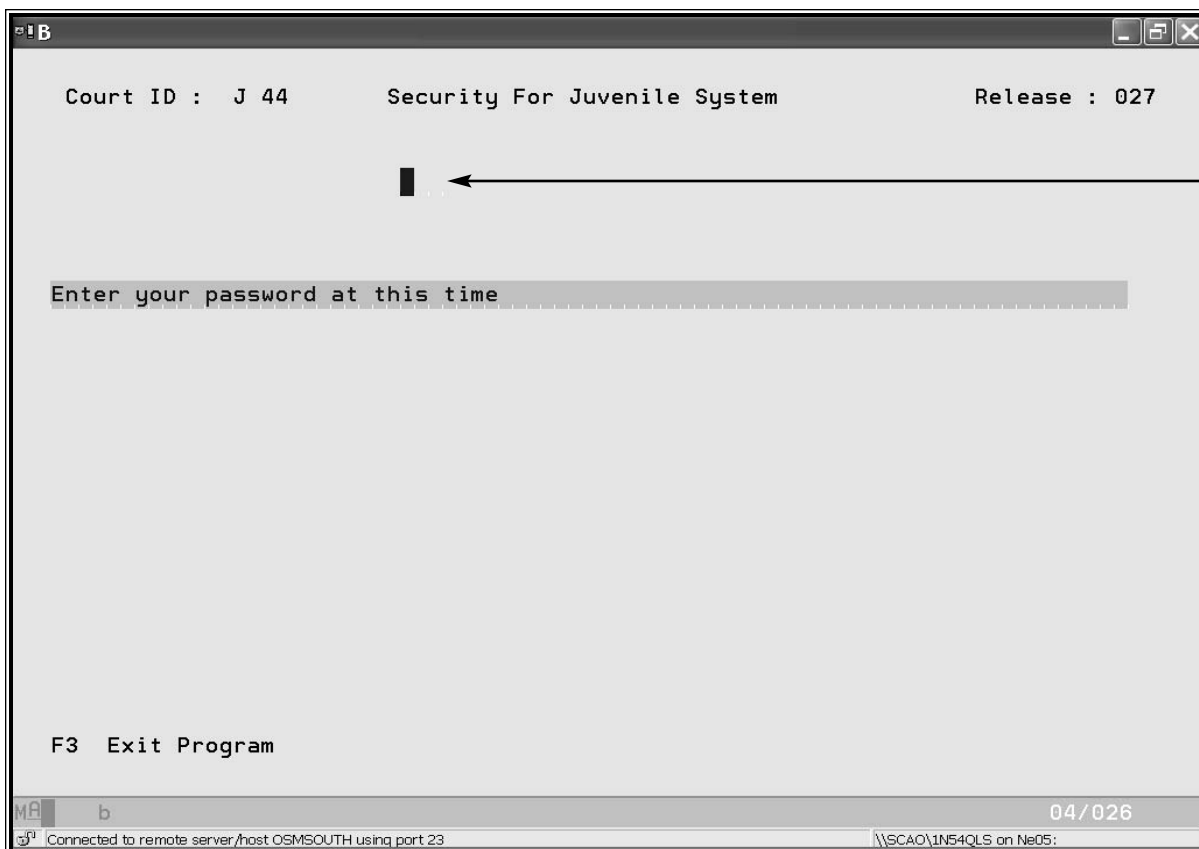
Once you have entered your password, press <Enter> and the system will update the security record for the user you were working on and return you to the main security menu.

Juvenile Security

Juvenile security includes security to access the case, party, event and traffic screens as well as administrative authority over case numbers and printers.



Enter "3" to the left of the user that you want to work with Juvenile security and press <Enter>. The system will display the following screen.



Enter your 3 letter/number password so that the system can verify that you have authority to access this feature. _____

Press <Enter> and the system will display the following screen.

```

Court ID : J 44      Security For Juvenile System      Release : 027

User ID J44ANGIE

On this screen you will see all the options that this USER can do. An option
with a 'Y' is an option this user can perform. An option with a 'N' this USER
can not perform. To make changes, just place a 'Y' or 'N' next to the option.
When you finish with this screen, press enter to see more options.      Option

Can this user do Juvenile Inquire?      Y
Can this user do Deletes?      Y
Can this user do Updates?      Y
Can this user do Juvenile Intake?      Y
Can this user do Juvenile Traffic?      Y
Can this user do Updates to Security?      'F6/#9' Y
Can this user control Numbers ?      'F5' Y
Can this user control Printers?      'F6/#7' Y
Can this user Inquire Juvenile suppressed information      Y
Can this user do Acknowledgements?      Y
Can this user do Central Name Index?      'CNI' Y
Can this user do Central Calendar?      'CCL' Y

F3 Exit Program

10/078
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:

```

Listed are questions about features that are available throughout the juvenile module. Answer each question with either a “Y” for yes, this user can access this feature or “N” for no, this user can’t access this feature.

Once you have answered all questions on this page, press <Enter> and the system will display the following screen.

Court ID : J 44 Security For Juvenile System Release : 027

User ID J44ANGIE

On this screen you will see all the options that this USER can do. An option with a 'Y' is an option this user can perform. An option with a 'N' this USER can not perform. To make changes, just place a 'Y' or 'N' next to the option. When you finish with this screen, press enter to see more options. Option

Can this user Inquire Juvenile expunged information		Y
Can this user do Circuit/Probate Name Index?	'CPI'	Y
Can this user do Family Court Adoptions?		Y
Can this user do ATTY updates?		Y
Can this user access SOS/LEIN screen?	'SOS'	Y
Can this user access LEIN/CHR screen?	'EJD'	Y

F3 Exit Program

13/078

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Again, listed are questions about features that are available throughout the juvenile module. Answer each question with either a "Y" for yes, this user can access this feature or "N" for no, this user can't access this feature.

Once you have answered all questions on this page, press <Enter> and the system will display the following screen.

The screenshot shows a terminal window with a title bar containing a small icon and the letter 'B'. The window content is as follows:

```
Court ID : J 44      Security For Juvenile System      Release : 027

User ID J44ANGIE

On this screen you will see all the options that this USER can perform that
require a special password. Where the cursor is at, enter a three (3) char.
code that this user is to use when performming the below options.
This is the security. Only this user and you know the code. Press enter.

Can Update Security for the Juvenile Case System
Can update Next Case, Petition or Intake numbers
Can do Family court adoptions

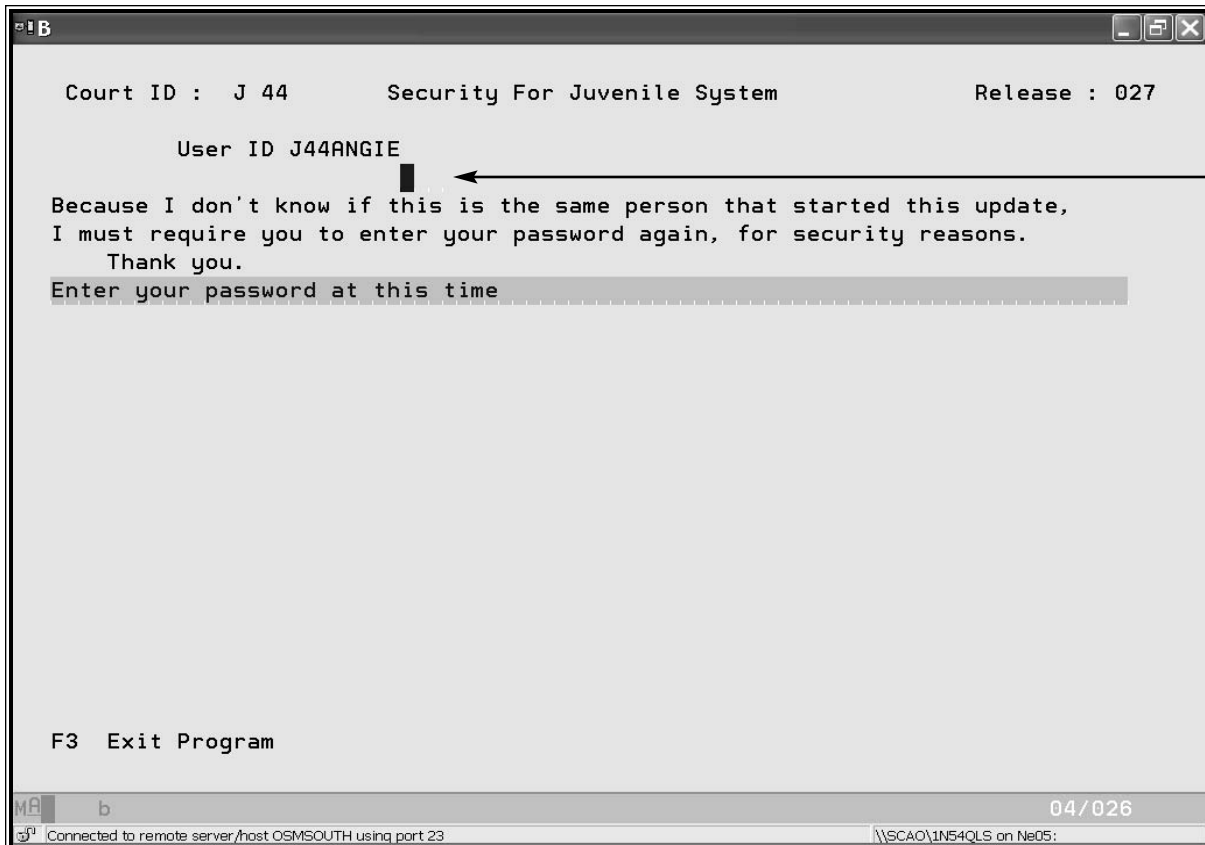
ENTER PASSWORD  XXX ←

F3 Exit Program

22/040
Connected to remote server/host OSMSOUTH using port 23
\\SCAO\1N54QLS on Ne05:
```

Listed on this screen are the features that this user has access to. If you have given them authority to an item that requires a password for completion, the system will require that you enter a password for this user.

Once you have entered the password for this user, press <Enter> and the system will display the following screen.



The system is now requiring you to reenter your password to verify that you are the same user that began this transaction.

Once you have entered your password, press <Enter> and the system will update the security record for the user you were working on and return you to the main security menu.

Probate Financial Security

Probate financial security includes security for all financial transactions within the probate module as well as administrative functions.

Command Selection Menu

Type selection, press Enter.

1. W	2. D	3. S	P	4. W	5. D	6. S	7. W	8. C	9. W																																																																								
<p>Crt ID : J 44 ANGIE Security File</p> <table border="1"> <thead> <tr> <th>Opt</th> <th>User</th> <th>Name</th> <th>Pro</th> <th>Adp</th> <th>Juv</th> <th>P-Fin</th> <th>J-Fin</th> <th>C-Fin</th> </tr> </thead> <tbody> <tr> <td></td> <td>A67ZZZZZZ</td> <td>TEST</td> <td>NO</td> <td>NO</td> <td>NO</td> <td>NO</td> <td>NO</td> <td>NO</td> </tr> <tr> <td></td> <td>B96WN</td> <td></td> <td>NO</td> <td>NO</td> <td>NO</td> <td>NO</td> <td>NO</td> <td>NO</td> </tr> <tr> <td></td> <td>4 ANGIE</td> <td></td> <td>ADM</td> <td>ADM</td> <td>ADM</td> <td>ADM</td> <td>ADM</td> <td>ADM</td> </tr> <tr> <td></td> <td>ANGIEB</td> <td>PCSMAN ZZ</td> <td>YES</td> <td>NO</td> <td>YES</td> <td>NO</td> <td>NO</td> <td>NO</td> </tr> <tr> <td></td> <td>BETTY</td> <td>PCSMAN ZZ</td> <td>ADM</td> <td>ADM</td> <td>ADM</td> <td>ADM</td> <td>ADM</td> <td>ADM</td> </tr> <tr> <td></td> <td>CDB</td> <td>CDBTEST</td> <td>YES</td> <td>YES</td> <td>YES</td> <td>NO</td> <td>NO</td> <td>NO</td> </tr> <tr> <td></td> <td>CHRIS</td> <td>CHRISMAN</td> <td>NO</td> <td>NO</td> <td>YES</td> <td>NO</td> <td>ADM</td> <td>NO</td> </tr> </tbody> </table> <p>More...</p> <p>F3=Exit F5=Refresh F6=System A/I=Add M/C=Mod D/R=Del 1=Probate 2=Adoption 3=Juvenile 4=Probate Financial 5=Juvenile Financial 6=Civil Financial 7=Other</p>										Opt	User	Name	Pro	Adp	Juv	P-Fin	J-Fin	C-Fin		A67ZZZZZZ	TEST	NO	NO	NO	NO	NO	NO		B96WN		NO	NO	NO	NO	NO	NO		4 ANGIE		ADM	ADM	ADM	ADM	ADM	ADM		ANGIEB	PCSMAN ZZ	YES	NO	YES	NO	NO	NO		BETTY	PCSMAN ZZ	ADM	ADM	ADM	ADM	ADM	ADM		CDB	CDBTEST	YES	YES	YES	NO	NO	NO		CHRIS	CHRISMAN	NO	NO	YES	NO	ADM	NO
Opt	User	Name	Pro	Adp	Juv	P-Fin	J-Fin	C-Fin																																																																									
	A67ZZZZZZ	TEST	NO	NO	NO	NO	NO	NO																																																																									
	B96WN		NO	NO	NO	NO	NO	NO																																																																									
	4 ANGIE		ADM	ADM	ADM	ADM	ADM	ADM																																																																									
	ANGIEB	PCSMAN ZZ	YES	NO	YES	NO	NO	NO																																																																									
	BETTY	PCSMAN ZZ	ADM	ADM	ADM	ADM	ADM	ADM																																																																									
	CDB	CDBTEST	YES	YES	YES	NO	NO	NO																																																																									
	CHRIS	CHRISMAN	NO	NO	YES	NO	ADM	NO																																																																									

Selection:

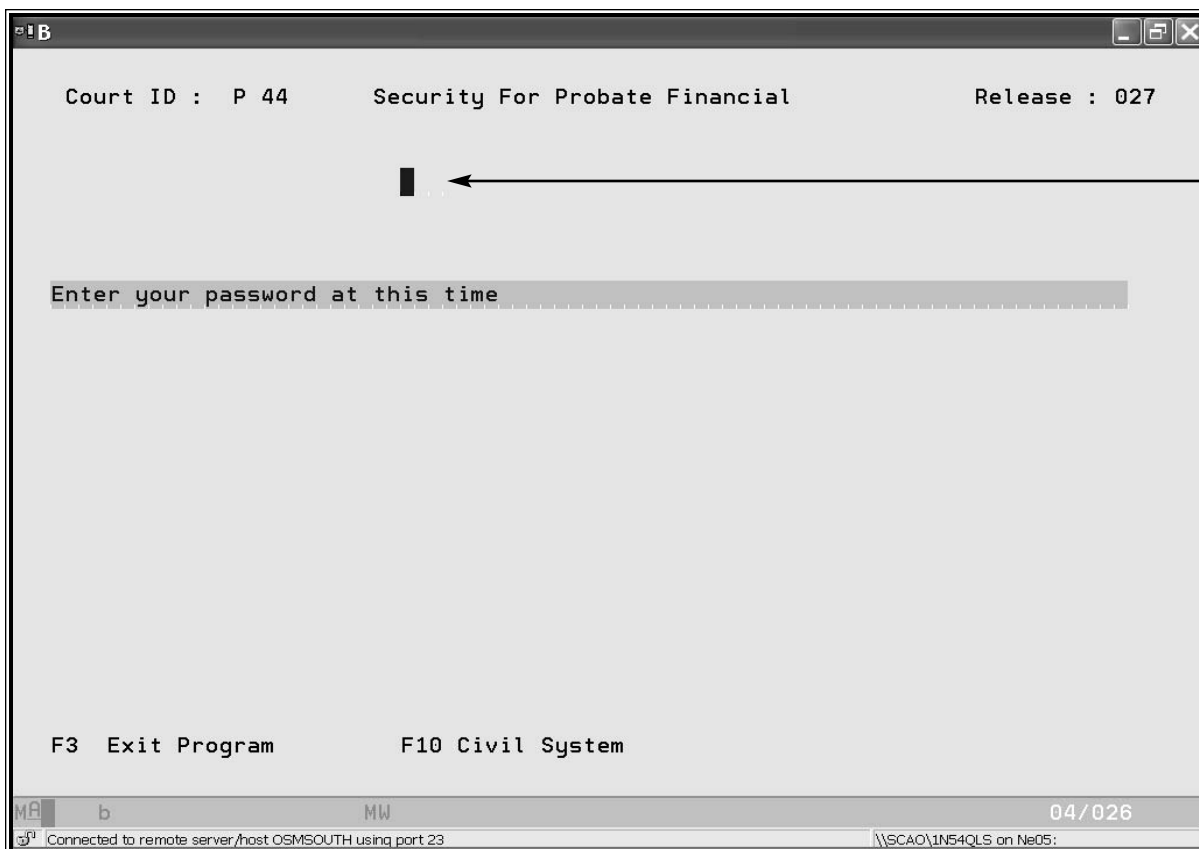
F3=Exit

13/032

Connected to remote server/host OSMSOUTH using port 23

\\SCAO\1N54QLS on Ne05:

Enter "4" to the left of the user that you want to work with Probate Financial security and press <Enter>. The system will display the following screen.



Enter your 3 letter/number password so that the system can verify that you have authority to access this feature. _____

Press <Enter> and the system will display the following screen.

Court ID : P 44 Security For Probate Financial Release : 027

User ID P44ANGIE

On this screen you will see all the options that this USER can do. An option with a 'Y' is an option this user can perform. An option with a 'N' this USER can not perform. To make changes, just place a 'Y' or 'N' next to the option. When you finish with this screen, press enter to see more options. Option

Can this user do inquire Vendors?	'APO'	'APA'	'APF'	Y
Can this user do Vendor maintenance?	'APO'	'APA'	'APF'	Y
Can this user do Voucher payments?			'APP'	Y
Can this user do Vouchers?			'APV'	Y
Can this user do Vendor Inquire?			'API'	Y
Can this user do Adjustments to A/P accounts?			'APJ'	Y
Can this user do Voucher Deletes?			'APV'	Y
Can this user do Voucher Payment Deletes?			'API'	Y

F3 Exit Program

MB b MW 10/078

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

Listed are questions about features that are available throughout the probate financial module. Answer each question with either a "Y" for yes this user can access this feature or "N" for no this user can't access this feature.

Once you have answered all questions on this page, press <Enter> and the system will display the following screen.

Court ID : P 44 Security For Probate Financial Release : 027

User ID P44ANGIE

On this screen you will see all the options that this USER can do. An option with a 'Y' is an option this user can perform. An option with a 'N' this USER can not perform. To make changes, just place a 'Y' or 'N' next to the option. When you finish with this screen, press enter to see more options. Option

Can this user do Accounting code maintenance?	'ACT'	Y
Can this user do Budget maintenance?	'BMT'	Y
Can this user do Budget Inquire?	'BIQ'	Y
Can this user do Price file Inquire?	'PRM'	Y
Can this user do Price file maintenance?	'PRM'	Y

F3 Exit Program

MA b MW 10/078

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\1N54QLS on Ne05:

Again, listed are questions about features that are available throughout the probate financial module. Answer each question with either a "Y" for yes this user can access this feature or "N" for no this user can't access this feature. There are 10 screens with questions, after you have answered all questions, press <Enter> and the system will display the following screen.

Court ID : P 44 Security For Probate Financial Release : 027

User ID P44RANGIE

On this screen you will see all the options that this USER can perform that require a special password. Where the cursor is at, enter a three (3) char. code that this user is to use when performing the below options.
This is the security. Only this user and you know the code. Press enter.

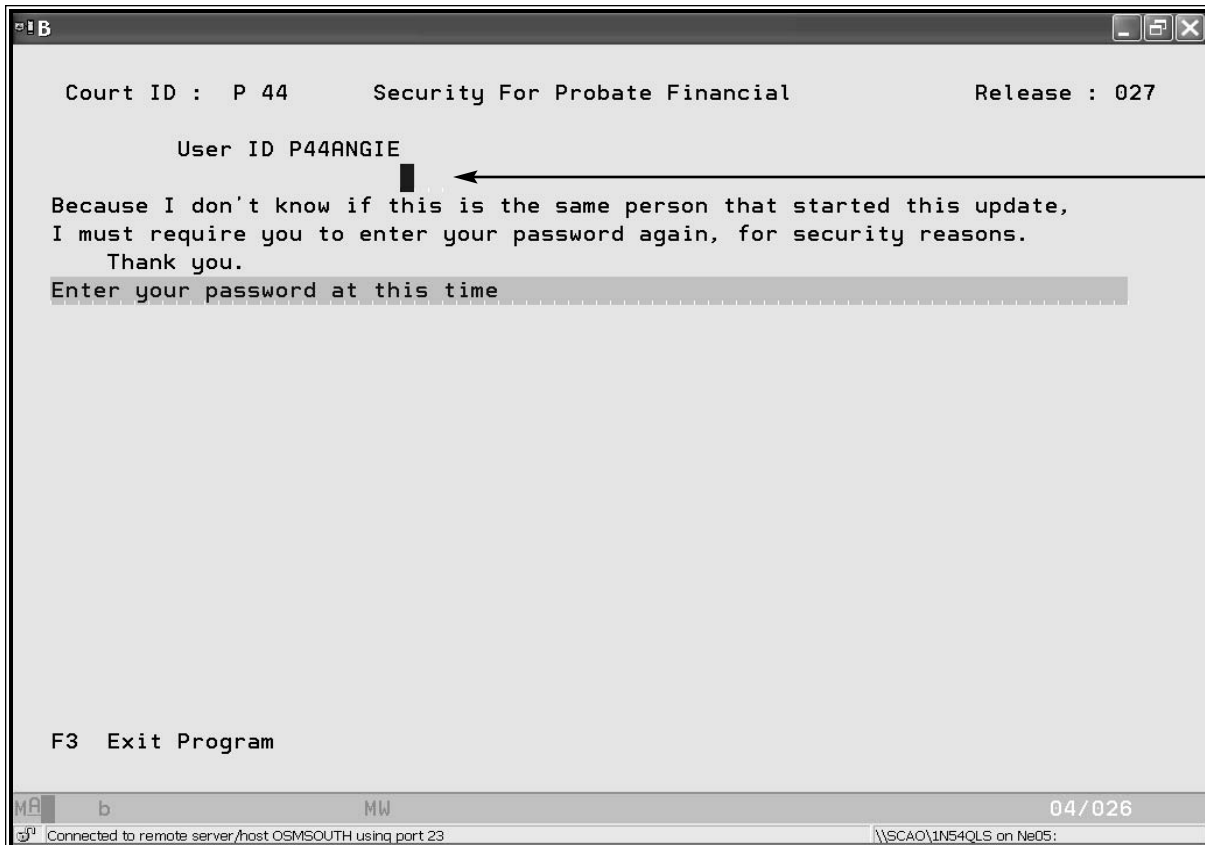
Can change the price information.
Can do A/R receipts 'ARP'.
Can Void receipts 'LUP' created by 'ARP'.
Can do adjustments to A/R 'ADJ'.
Can do Credit Memos to A/R 'CRM'.
Can change Probate receipt numbers and other numbers
Can change passwords options for Probate Financial users .
Can do voucher deletes 'APV'.
Can do vendor file maintenance for A/P vouchering
Can change Accounting information on system
Can change Budget information on system
Can do adjustments to A/P 'APJ'.
ENTER PASSWORD XXX ←

F3 Exit Program

MB b MW 22/040
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Listed on this screen are the features that this user has access to. If you have given them authority to an item that requires a password for completion, the system will require that you enter a password for this user.

Once you have entered the password for this user, press <Enter> and the system will display the following screen.

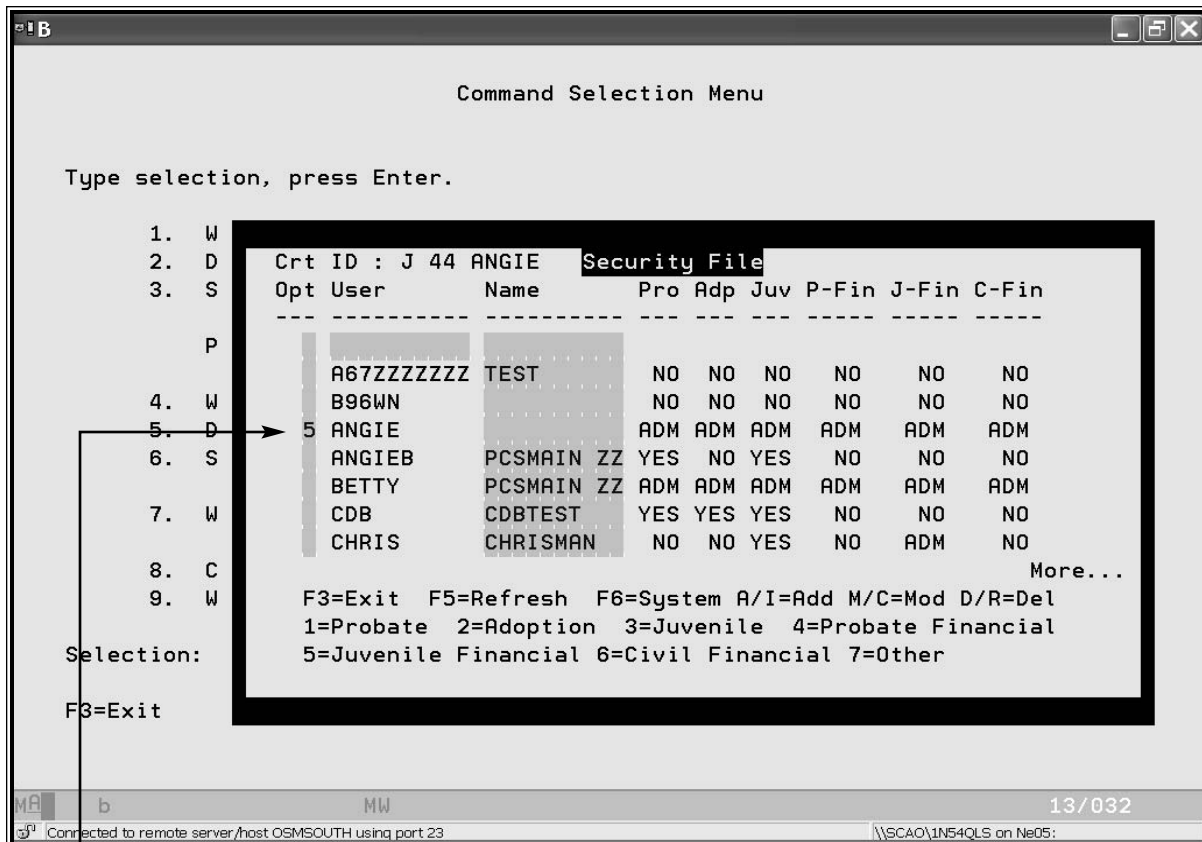


The system is now requiring you to reenter your password to verify that you are the same user that began this transaction.

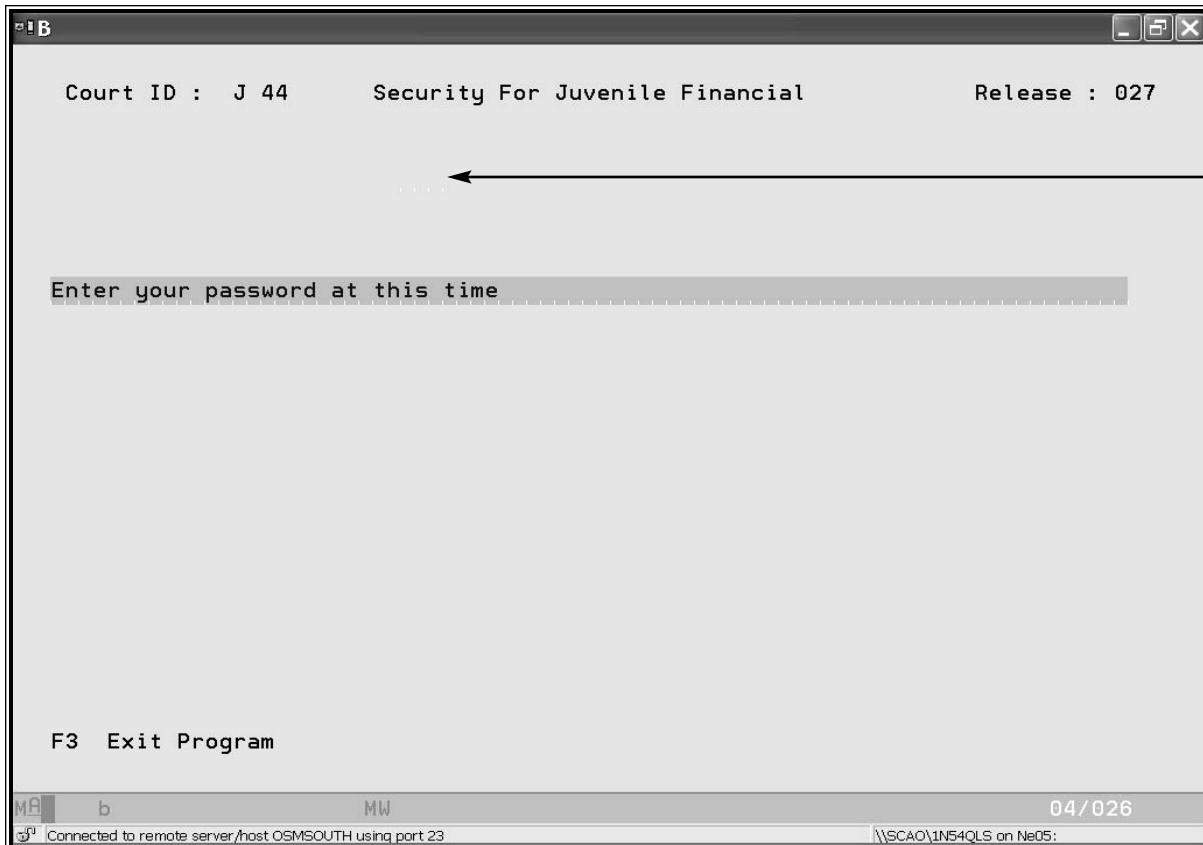
Once you have entered your password, press <Enter> and the system will update the security record for the user you were working on and return you to the main security menu.

Juvenile Financial Security

Juvenile financial security includes security for all financial transactions within the juvenile module as well as administrative functions.



Enter "5" to the left of the user that you want to work with Juvenile Financial security and press <Enter>. The system will display the following screen.



Enter your 3 letter/number password so that the system can verify that you have authority to access this feature. _____

Press <Enter> and the system will display the following screen.

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Court ID : J 44      Security For Juvenile Financial      Release : 027

User ID J44ANGIE

On this screen you will see all the options that this USER can do. An option
with a 'Y' is an option this user can perform. An option with a 'N' this USER
can not perform. To make changes, just place a 'Y' or 'N' next to the option.
When you finish with this screen, press enter to see more options.      Option

Can this user do inquire Vendors?                'APO' 'APA' 'APF'      Y
Can this user do Vendor maintenance?              'APO' 'APA' 'APF'      Y
Can this user do Voucher payments?                'APP'                  Y
Can this user do Vouchers?                        'APV'                  Y
Can this user do Vendor Inquire?                  'API'                  Y
Can this user do Adjusments to A/P accounts?      'APJ'                  Y
Can this user do Voucher Deletes?                 'APV'                  Y
Can this user do Voucher Payment Deletes?         'API'                  Y

F3 Exit Program

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Listed are questions about features that are available throughout the juvenile financial module. Answer each question with either a “Y” for yes this user can access this feature or “N” for no this user can’t access this feature.

Once you have answered all questions on this page, press <Enter> and the system will display the following screen.

Court ID : J 44 Security For Juvenile Financial Release : 027

User ID J44ANGIE

On this screen you will see all the options that this USER can do. An option with a 'Y' is an option this user can perform. An option with a 'N' this USER can not perform. To make changes, just place a 'Y' or 'N' next to the option. When you finish with this screen, press enter to see more options. Option

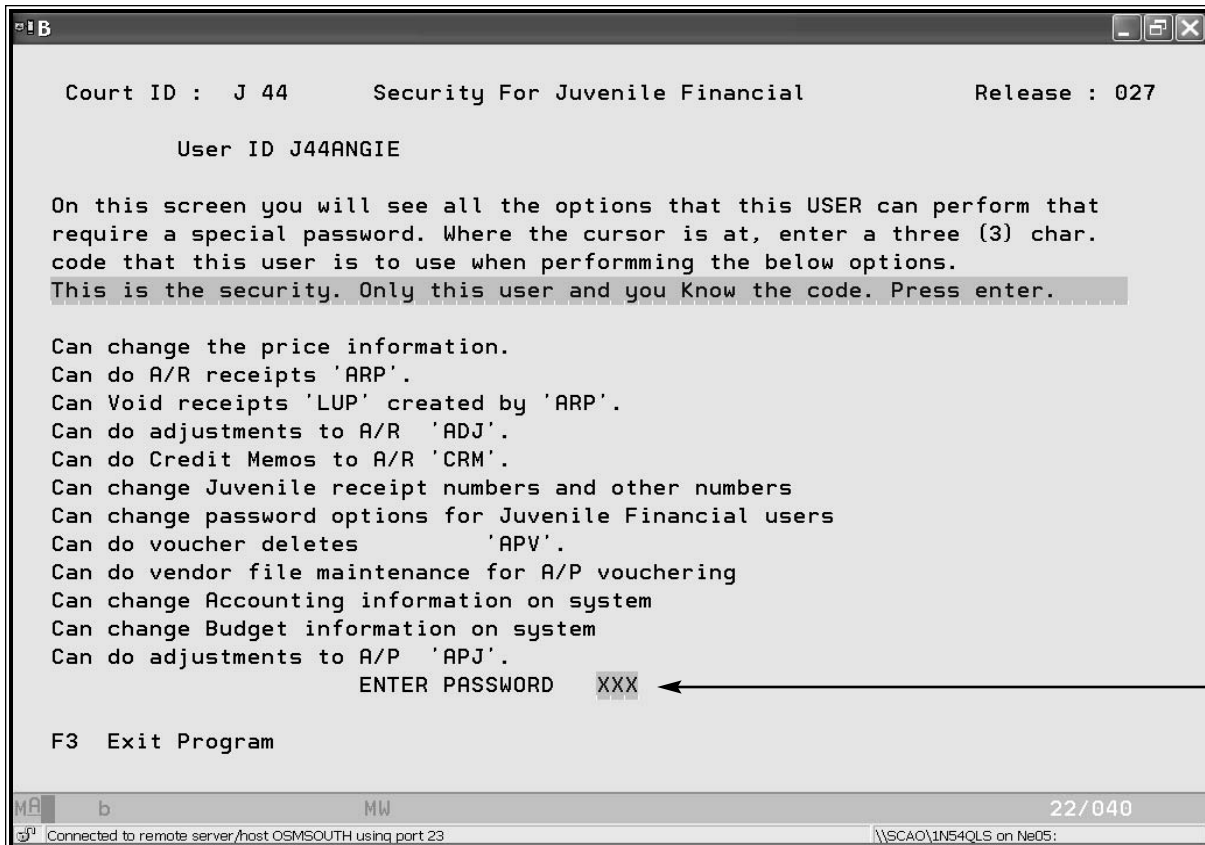
Can this user do Accounting code maintenance?	'ACT'	Y
Can this user do Budget maintenance?	'BMT'	Y
Can this user do Budget Inquire?	'BIQ'	Y
Can this user do Price file Inquire?	'PRM'	Y
Can this user do Price file maintenance?	'PRM'	Y

F3 Exit Program

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Again, listed are questions about features that are available throughout the juvenile financial module. Answer each question with either a "Y" for yes this user can access this feature or "N" for no this user can't access this feature. There are 10 screens with questions, after you have answered all questions, press <Enter> and the system will display the following screen.



Court ID : J 44 Security For Juvenile Financial Release : 027

User ID J44ANGIE

On this screen you will see all the options that this USER can perform that require a special password. Where the cursor is at, enter a three (3) char. code that this user is to use when performing the below options.
This is the security. Only this user and you know the code. Press enter.

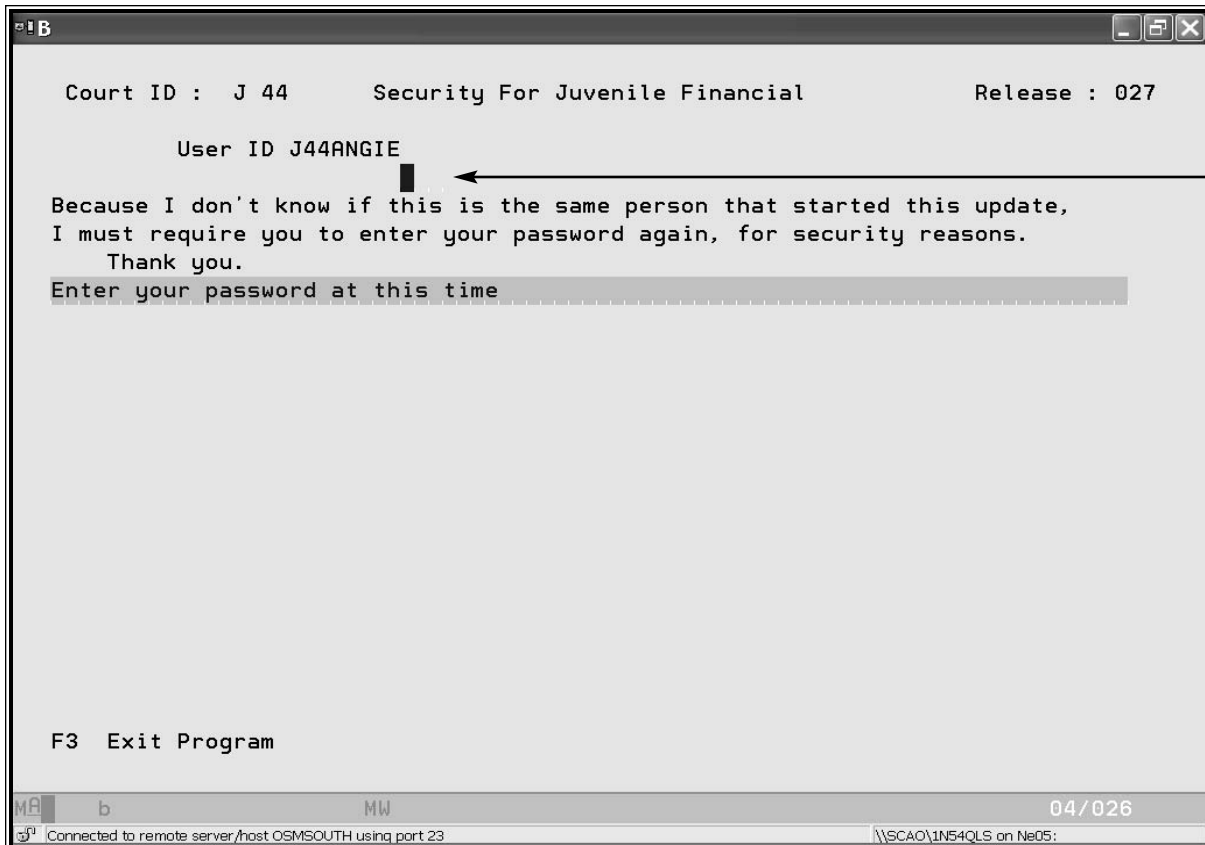
Can change the price information.
Can do A/R receipts 'ARP'.
Can Void receipts 'LUP' created by 'ARP'.
Can do adjustments to A/R 'ADJ'.
Can do Credit Memos to A/R 'CRM'.
Can change Juvenile receipt numbers and other numbers
Can change password options for Juvenile Financial users
Can do voucher deletes 'APV'.
Can do vendor file maintenance for A/P vouchering
Can change Accounting information on system
Can change Budget information on system
Can do adjustments to A/P 'APJ'.
ENTER PASSWORD XXX ←

F3 Exit Program

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Listed on this screen are the features that this user has access to. If you have given them authority to an item that requires a password for completion, the system will require that you enter a password for this user.

Once you have entered the password for this user, press <Enter> and the system will display the following screen.

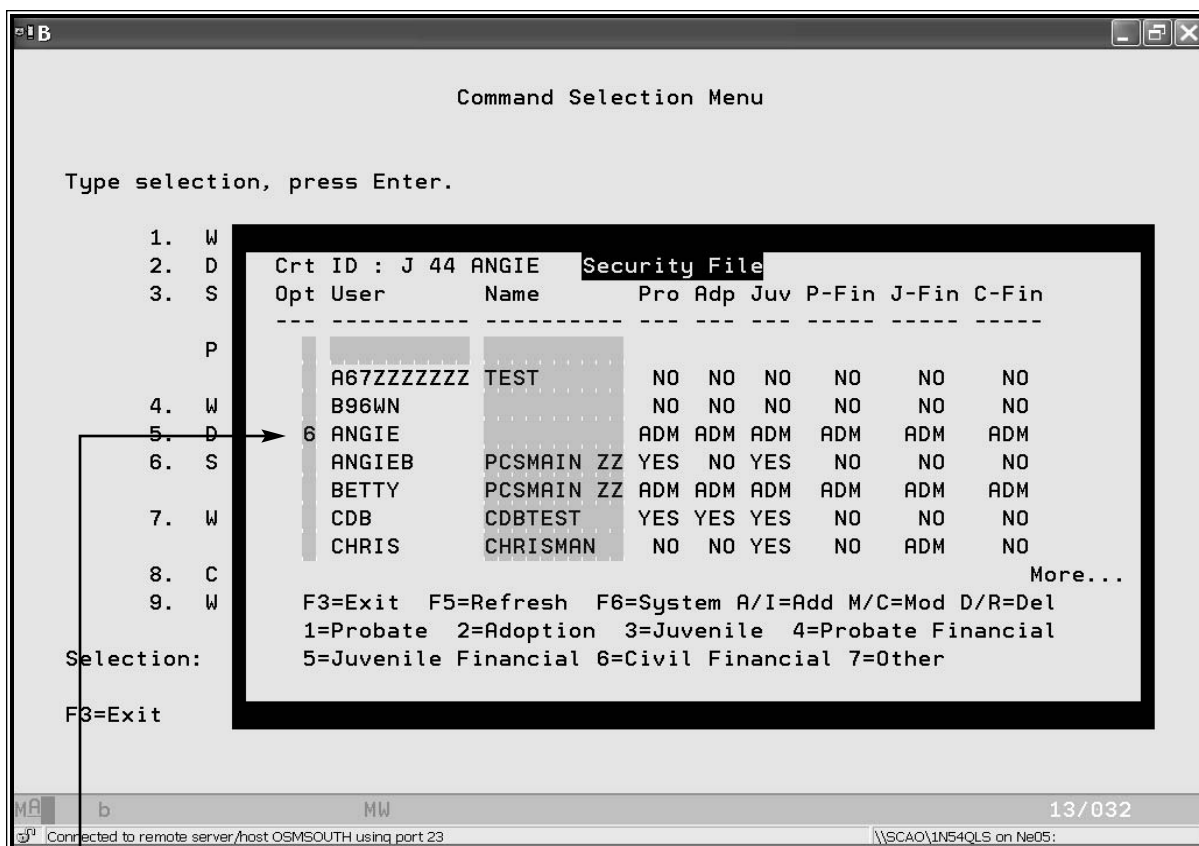


The system is now requiring you to reenter your password to verify that you are the same user that began this transaction.

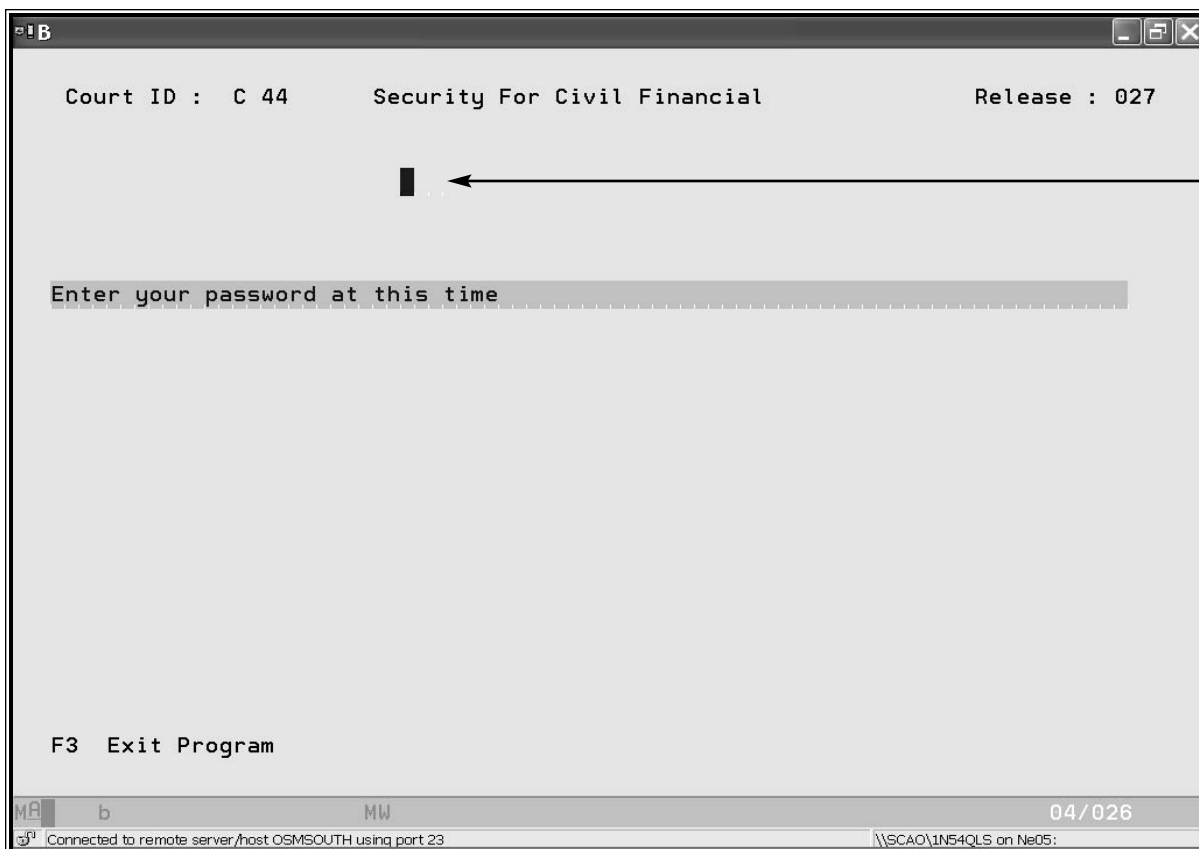
Once you have entered your password, press <Enter> and the system will update the security record for the user you were working on and return you to the main security menu.

Civil Financial Security

Civil financial security includes security for all financial transactions within the civil module as well as administrative functions.



Enter "6" to the left of the user that you want to work with Civil Financial security and press <Enter>. The system will display the following screen.



Enter your 3 letter/number password so that the system can verify that you have authority to access this feature. _____

Press <Enter> and the system will display the following screen.

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Court ID : C 44      Security For Civil Financial      Release : 027

User ID C44ANGIE

On this screen you will see all the options that this USER can do. An option
with a 'Y' is an option this user can perform. An option with a 'N' this USER
can not perform. To make changes, just place a 'Y' or 'N' next to the option.
When you finish with this screen, press enter to see more options.      Option

Can this user do inquire Vendors?      'APO' 'APA' 'APF'      Y
Can this user do Vendor maintenance?    'APO' 'APA' 'APF'      Y
Can this user do Voucher payments?      'APP'      Y
Can this user do Vouchers?              'APV'      Y
Can this user do Vendor Inquire?        'API'      Y
Can this user do Adjusments to A/P accounts? 'APJ'      Y
Can this user do Voucher Deletes?       'APV'      Y
Can this user do Voucher Payment Deletes? 'API'      Y

F3 Exit Program

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Listed are questions about features that are available throughout the civil financial module. Answer each question with either a “Y” for yes this user can access this feature or “N” for no this user can’t access this feature.

Once you have answered all questions on this page, press <Enter> and the system will display the following screen.

Court ID : C 44 Security For Civil Financial Release : 027

User ID C44ANGIE

On this screen you will see all the options that this USER can do. An option with a 'Y' is an option this user can perform. An option with a 'N' this USER can not perform. To make changes, just place a 'Y' or 'N' next to the option. When you finish with this screen, press enter to see more options. Option

Can this user do Accounting code maintenance?	'ACT'	Y
Can this user do Budget maintenance?	'BMT'	Y
Can this user do Budget Inquire?	'BIQ'	Y
Can this user do Price file Inquire?	'PRM'	Y
Can this user do Price file maintenance?	'PRM'	Y

F3 Exit Program

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Again, listed are questions about features that are available throughout the civil financial module. Answer each question with either a "Y" for yes this user can access this feature or "N" for no this user can't access this feature. There are 10 screens with questions, after you have answered all questions, press <Enter> and the system will display the following screen.

Court ID : C 44 Security For Civil Financial Release : 027

User ID C44RANGIE

On this screen you will see all the options that this USER can perform that require a special password. Where the cursor is at, enter a three (3) char. code that this user is to use when performing the below options.
This is the security. Only this user and you know the code. Press enter.

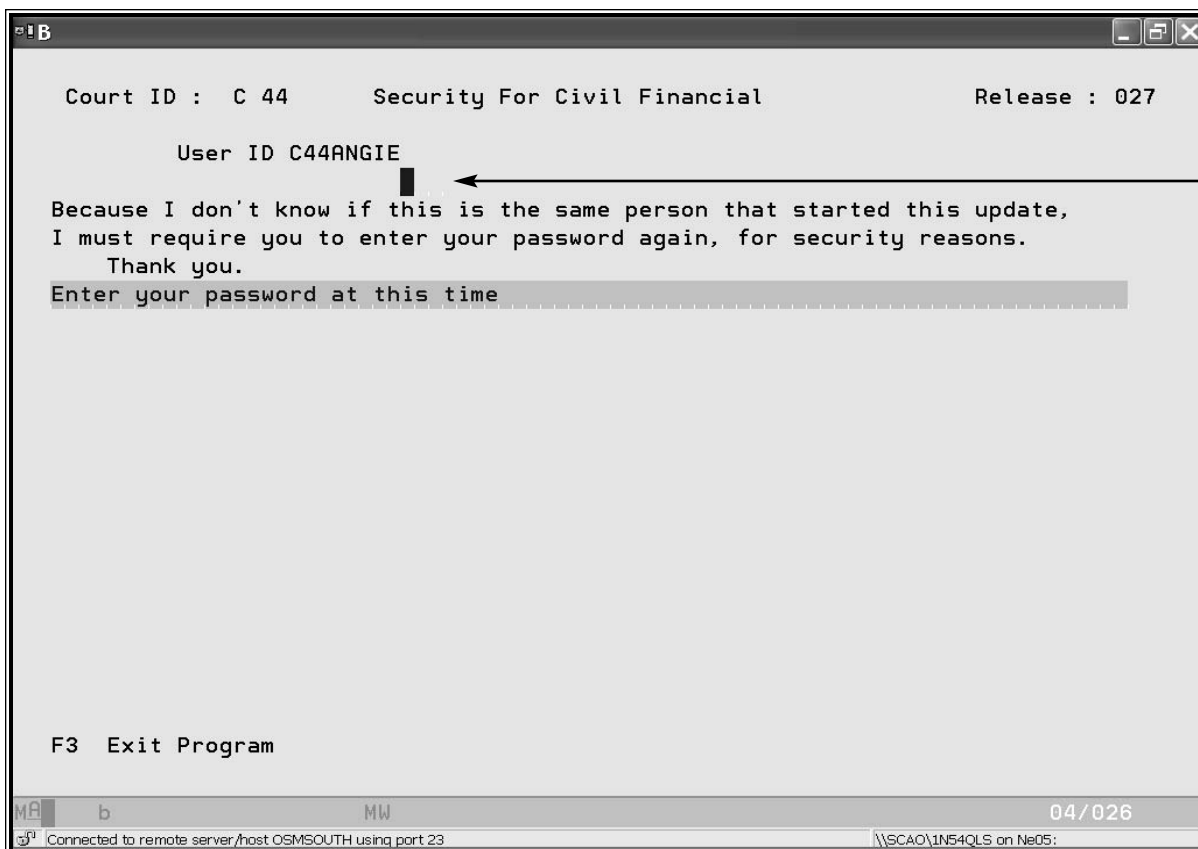
Can change the price information.
Can do A/R receipts 'ARP'.
Can Void receipts 'LUP' created by 'ARP'.
Can do adjustments to A/R 'ADJ'.
Can do Credit Memos to A/R 'CRM'.
Can change Civil receipt numbers and other numbers
Can change passwords options for Civil Financial users .
Can do voucher deletes 'APV'.
Can do vendor file maintenance for A/P vouchering
Can change Accounting information on system
Can change Budget information on system
Can do adjustments to A/P 'APJ'.
ENTER PASSWORD XXX ←

F3 Exit Program

MB b MW 22/040
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Listed on this screen are the features that this user has access to. If you have given them authority to an item that requires a password for completion, the system will require that you enter a password for this user.

Once you have entered the password for this user, press <Enter> and the system will display the following screen.



The system is now requiring you to reenter your password to verify that you are the same user that began this transaction.

Once you have entered your password, press <Enter> and the system will update the security record for the user you were working on and return you to the main security menu.